

# Resignation Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, usually two weeks from the date above]. This decision has not been an easy one; however, after careful consideration, I have decided to pursue an opportunity for career advancement that I believe aligns with my long-term professional goals.

I would like to express my gratitude for the support and opportunities I have received while working at [Company Name]. It has been a pleasure working with such a talented team, and I am thankful for the mentorship and guidance you have provided me.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement during my remaining time here.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,  
[Your Name]