

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company/Organization 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/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision for me, but after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals and aspirations.

I would like to express my sincere gratitude for the support and opportunities that [Company/Organization Name] has provided me during my tenure. I have greatly appreciated working alongside such a dedicated team and have learned a tremendous amount in my time here.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing as I move forward.

Thank you once again for everything. I hope to stay in touch and wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]