

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Digital Communications Manager at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I have decided to pursue a new opportunity that aligns with my career goals.

I want to express my sincere gratitude for the experiences and opportunities I have gained while working here. I appreciate the support and guidance provided to me during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and train my replacement. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]