

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 [Your Job Title] in the internal communications department, effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make, but after careful consideration, I have decided to pursue an opportunity that aligns more closely with my career goals. I am incredibly grateful for the opportunities I've had during my time here, particularly the chance to work with such a talented team.

I will do everything in my power to ensure a smooth transition, including training my replacement if needed. Please let me know how I can assist during this time.

Thank you once again for the support and guidance throughout my tenure at [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]