

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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I embark on a new career journey that I am excited to pursue.

I am truly grateful for the opportunities and experiences I have gained while working here. The support from the team has been invaluable, and I will cherish the memories and relationships I've built during my time at [Company].

I will ensure a smooth transition by completing my responsibilities and assisting in the handover process during my remaining time.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]