

# Resignation Letter

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 at [Company's Name], effective [Last working day, typically two weeks from the date above]. I have accepted a position in a new sector that aligns with my career goals and personal growth.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and the team, and I've gained valuable experience that I will carry with me throughout my career.

I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities during my remaining time here.



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

Sincerely,

[Your Name]