

# 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 Marketing [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have accepted a job offer that will further my career. This decision was not easy and took a lot of thought, considering the time I have spent at [Company's Name]. I am grateful for the opportunities for growth and development you have provided me during my time here.

I will do everything possible to ensure a smooth transition over the next [notice period]. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]