

# 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 Marketing Specialist at [Company's Name], effective two weeks from today, [Last Working Day].

This decision was not easy, but after careful consideration, I have accepted an opportunity that will further my career development and align with my future goals. I am grateful for the support, guidance, and opportunities I have received during my time here.

I am committed to making this transition as smooth as possible and will assist in training my replacement or transferring my responsibilities over the next few weeks.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]