

# 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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but I have decided to enroll in an online course that will further my career development.

I am grateful for the opportunities I have had at [Company's Name] and for the support you have provided during my time here. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for all the support and understanding. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]