

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

This was not an easy decision to make, as I have greatly enjoyed working with the team and contributing to our projects. However, after careful consideration, I have decided to pursue [a personal opportunity, further education, etc.].

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and train my replacement, if needed. Please let me know how I can assist during this period.

Thank you for the opportunity to be a part of [Company's Name]. I appreciate your support and guidance during my time here, and I hope to stay in touch in the future.

Sincerely,
[Your Name]