

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 was not easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges.

I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement or passing on my responsibilities during my notice period.

I want to express my gratitude for the opportunities for personal and professional development that you and the company have provided me during my time here. I have enjoyed working with the team and appreciate the support I have received.

Thank you once again for the opportunity. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Name]