

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as I have greatly valued the opportunities I have been afforded during my tenure here.

Throughout my time at [Company Name], I have been deeply inspired by our mission to [insert company vision or mission]. I have always believed in the potential of our vision to drive positive change and create lasting impacts within our industry.

As I transition to the next chapter of my career, I remain committed to facilitating a smooth handover and supporting the team as they continue to pursue our shared goals. I truly believe that [Company Name] will continue to thrive and lead with innovation, integrity, and a commitment to excellence.

Thank you once again for the incredible experiences and support I've received during my time in the organization. I look forward to staying in touch and will always be an advocate for the amazing work being done at [Company Name].

Sincerely,

[Your Name]

[Your Position]