

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

This decision was not easy for me to make, but after careful consideration, I believe it is the best choice for my career at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support provided to me by you and the rest of the team. I will do my best to ensure a smooth transition and will complete all outstanding work and assist in transferring my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]