

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

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 an easy one, but after careful consideration, I have decided to pursue a new career opportunity that aligns with my personal and professional goals.

I want to express my profound gratitude for the opportunities I have received during my tenure at [Company's Name]. I have enjoyed working alongside such talented individuals and am proud of what we have accomplished together.

Please let me know how I can assist in the transition during my remaining time here. I am committed to ensuring a smooth and efficient handover of my responsibilities.

Thank you once again for your support and understanding. I hope to stay in touch, and I look forward to hearing about the continued successes of [Company's Name].

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]