

Job 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, but after careful consideration, I believe that pursuing a new opportunity for career advancement is the best direction for my professional growth.

I am incredibly grateful for the support and opportunities I have received during my time at [Company's Name]. The experiences and knowledge I gained here have been invaluable, and I sincerely appreciate your guidance and encouragement.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]