

# Letter of Voluntary Resignation

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

This decision was not an easy one and took a lot of consideration. I am grateful for the opportunities I have had to grow both personally and professionally during my time at [Company's Name].

I appreciate your support and guidance throughout my employment, and I hope to maintain our professional relationship in the future. Please let me know how I can assist during the transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team all the best moving forward.

Sincerely,

[Your Name]