

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company 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 will allow me to further develop my skills and align with my long-term career goals.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support and encouragement you have provided during my time here. It has been a pleasure to work with such a talented team, and I will cherish the experiences and friendships I have made.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to pass on my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]