

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Agency Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to accept a job offer in public service that aligns more closely with my career goals and aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company/Agency Name]. I appreciate the support and guidance you have provided me and the valuable experiences I have gained.

Please let me know how I can assist during the transition. I hope to maintain a positive relationship in the future.

Thank you once again for everything.

Sincerely,

[Your Name]