

# Resignation Letter

[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 one month from today, [Last Working Day]. This decision was not an easy one, but I believe it is time for me to pursue new opportunities.

Thank you for the opportunities I have had during my time at [Company's Name]. I am grateful for the support and guidance I've received, which has contributed to my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and hand over my tasks in this notice period.

Thank you for your understanding.

Sincerely,

[Your Name]