

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as a Pharmaceutical Sales Representative at [Company Name], effective two weeks from today, [Last Working Day Date].

After careful consideration, I have decided to pursue new opportunities that align more closely with my career goals. I want to take this opportunity to express my gratitude for the support and guidance I have received during my time at [Company Name]. I have enjoyed working alongside a talented team and have gained valuable experience in my role.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in training my replacement during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]