

# 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 [Last Working Day, two weeks from date above].

This decision was not easy, but after careful consideration, I believe it is time for me to pursue new opportunities. I am grateful for the experiences and support I have received during my time at [Company's Name].

I will ensure that all my responsibilities are transitioned smoothly and am happy to assist in training my replacement if necessary. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]