

# 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, typically two weeks from the date above].

This decision comes after careful consideration of my personal and professional growth. I believe that pursuing further development opportunities is essential for my future success.

I am grateful for the opportunities and experiences I have gained during my time at [Company's Name]. Thank you for your support and understanding.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Wishing you and the team continued success. I hope to keep in touch in the future.

Sincerely,

[Your Name]