

Resignation Letter Template

[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 was not an easy one, but after careful consideration, I have accepted a new job opportunity that will allow me to further develop my career. I am grateful for the support and opportunities I've had during my time at [Company's Name].

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]