

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have accepted a new job opportunity that will further my career development. This decision was not easy and took a lot of thought, given the positive experiences and the support I have received during my time here.

I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement and will ensure that all my responsibilities are up to date before my departure.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]