

# Job 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 announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but after careful consideration, I have decided to pursue an opportunity that will allow me to grow professionally and explore new avenues.

I am truly grateful for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I have enjoyed working with you and the team and appreciate all the support and guidance you have given me.

I will ensure a smooth transition by completing my current tasks and assisting in the handover of my responsibilities. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to keeping in touch, and I hope our paths cross again in the future.

Sincerely,  
[Your Name]