

# Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

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 made lightly, as I have greatly enjoyed working here and have learned so much.

However, I have accepted a new position that offers an opportunity for advancement and aligns with my long-term career goals. I am excited about this new chapter in my professional journey.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are up to date before my departure. Please let me know how I can help during this transition period.

Thank you for the guidance and support you have provided during my time at [Company's Name]. I look forward to keeping in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]