

[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]

Subject: Resignation Letter

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 easy and required a lot of consideration, but I have accepted a job offer that will further my career and aligns more closely with my long-term goals.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned so much and appreciate the support and guidance you and the team have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities during my remaining time at the company.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]