

Resignation Letter

[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].

I have accepted an exciting new employment opportunity that will allow me to further my career and personal growth. While I am looking forward to this new chapter, leaving [Company's Name] is not an easy decision, as I have greatly appreciated the support and opportunities I have received during my time here.

Thank you for the guidance and mentorship you have provided me. I hope to stay in touch, and I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]