

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 date above]. I have accepted a new role at [New Company's Name / New Role], and I am excited about this next chapter in my career.

I want to express my gratitude for the opportunities I have had at [Company's Name]. Working with you and the team has been a truly rewarding experience. I have learned and grown so much during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for your support and understanding. I hope to stay in touch, and I look forward to seeing how the company continues to thrive.

Sincerely,

[Your Name]