

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 the date above]. This decision was not easy and took a lot of consideration, but I have decided to pursue a new career opportunity that will help me grow professionally.

I am grateful for the opportunities I've had during my time at [Company's Name] and appreciate the support and guidance you have provided. I have learned so much and have enjoyed working with the team.

I will do my utmost to ensure a smooth transition and will assist in transferring my responsibilities before my departure. Please let me know how I can help during this period.

Thank you once again for your understanding. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]