

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Date]

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two months from the date of the letter].

This decision was not made lightly, and I have genuinely enjoyed working with the team. I have decided to take a different direction in my career, and I believe a longer notice period will allow for a smoother transition.

I am committed to completing my outstanding tasks and will assist in the training of my replacement during this notice period.

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I have appreciated my time at [Company Name] and hope to keep in touch in the future.

Sincerely,

[Your Name]