

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 two months from today, [Last Working Day].

This decision was not easy, but after careful consideration, I have decided to pursue another opportunity. I am grateful for the support and opportunities I have received during my time at [Company's Name].

I will do my utmost to ensure a smooth transition over the next two months and will assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to maintain our positive relationship in the future.

Sincerely,

[Your Name]