

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert 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]. This decision comes after careful consideration, as I have been offered a higher position at another company that aligns with my career goals.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have greatly appreciated the support and guidance from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to leave my duties in good order and ensure a smooth handover.

Thank you once again for everything. I hope to keep in touch in the future.

Sincerely,
[Your Name]