

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].

After careful consideration of the recent promotion offer, I have decided to take a different path in my career that aligns more closely with my personal and professional goals. This decision was not made lightly, as I truly value the opportunities I have had while working with you and the team.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively in the coming weeks.

Thank you for your understanding and support. I have appreciated the time spent here and look forward to staying in touch in the future.

Sincerely,

[Your Name]