

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

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 and the recent promotion I received to [New Position]. I have decided to pursue an opportunity that aligns more closely with my career goals.

I am grateful for the opportunities offered to me during my time at [Company's Name] and appreciate the support from you and the team. I have learned a great deal and will always value my experiences here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

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

Sincerely,

[Your Name]