

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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, I have decided to pursue personal goals that have become a priority for me following my recent promotion. It was a difficult decision to make, especially given the opportunities I've been afforded at [Company's Name]. I am truly grateful for your support and the experiences I've gained during my time here.

I intend to ensure a smooth transition and will do everything necessary to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]