

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After the successful completion of the [Project Name] project, I have had the opportunity to reflect on my career goals and feel that this is the right time for me to pursue new challenges and opportunities.

I want to express my gratitude for the support and opportunities provided to me during my time at [Company's Name]. I have learned and grown immensely, and I will carry these experiences with me into my future endeavors.

Please let me know how I can assist during the transition period. I wish the team continued success and hope to stay in touch.

Thank you for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]