

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]. This decision was not easy to make, but after careful consideration, I believe it is the best choice for my career and personal growth.

In accordance with my contractual obligations, I will ensure that all my responsibilities are completed before my departure. I am committed to making this transition as smooth as possible and will do my best to assist in handing over my duties to a designated colleague or assist in the hiring process.

I am grateful for the opportunities I've had during my time with [Company's Name] and appreciate the support from you and my colleagues. I hope to maintain a positive relationship moving forward and wish the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]