

# Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day].

After receiving my recent job evaluation, I have decided to pursue an opportunity that aligns more closely with my career goals. This decision has not been easy, especially considering the support and development I have received from you and the team.

I am grateful for the positive feedback and encouragement during my time here. It has played a crucial role in my professional growth, and I will cherish the experiences I have gained while working at [Company's Name].

I am committed to making this transition as smooth as possible and will do my utmost to complete my responsibilities and assist in the handover process.

Thank you once again for the opportunities I have had while working at [Company's Name]. I hope to stay in touch moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]