

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, ZIP Code

Subject: Resignation Letter

Dear [Manager's Name],

After a thorough review of my job satisfaction and personal career goals, I have come to the difficult decision to resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Working at [Company Name] has been a remarkable experience, and I am truly grateful for the opportunities I have had to grow and learn within the organization. I appreciate the support and guidance provided by you and my colleagues during my tenure.

While I am excited about the new opportunities that lie ahead, I will always cherish my time here and the relationships I have built. I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities and assist in the handover process.

Thank you once again for the support and encouragement throughout my time at [Company Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,

Your Name