

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. Following my successful tenure review, I have decided to take the next step in my career, and therefore, I believe it is time for me to move on.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. The support provided by you and the team has been invaluable to my professional growth, and it has been a privilege to work alongside such talented individuals.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]