

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]. This decision comes as I have recently reached my tenure status and have taken time to consider my future career path.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities to grow and develop professionally during my time here. I appreciate your support and the positive environment created by the team.

During my remaining time, I am committed to ensuring a smooth transition and will assist in training my successor, if needed. Please let me know how I can help you in the handover process.

Thank you once again for the opportunities and experiences I have had at [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]