

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 comes as I have decided to embrace new professional ambitions that will allow me to further my career development. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support and guidance you and the team have provided.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in onboarding my replacement during my remaining time here.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to keeping in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]