

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]

Subject: Resignation Letter

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 was not easy, but after careful consideration, I have decided to explore new job opportunities that align with my career goals.

My time at [Company's Name] has provided me with valuable experiences and skills that I will carry forward in my career. I am grateful for the support and guidance I received during my tenure here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]