

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have recently been presented with an exciting opportunity to advance my career that I believe is in line with my long-term professional goals. This decision was not made lightly, as I have greatly enjoyed working with you and the entire team at [Company Name].

I appreciate the support, guidance, and opportunities for growth during my time here, and I will always value the experiences I've gained. I am committed to ensuring a smooth transition and will assist in handing off my responsibilities during my remaining time.

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

Sincerely,

[Your Name]