

# 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 was not easy and involved considerable thought. I am pursuing personal advancement goals that require my full attention and dedication. I believe this is the right step for my professional growth.

I am grateful for the opportunities I've had during my time at [Company's Name]. I appreciate your support and the valuable experiences I've gained while working with such a talented team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you for your understanding. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]