

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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 an easy one, as I have truly enjoyed my time working here and have appreciated the opportunities for personal and professional growth.

However, I am excited to share that I have accepted a new position that presents new challenges and opportunities for my career. I believe this new path aligns perfectly with my long-term goals, and I am eager to embrace the journey ahead.

I want to express my gratitude for your support and mentorship during my time at [Company's Name]. I have learned an immense amount and made valuable connections which I will carry forward into my future endeavors.

I am committed to ensuring a smooth transition and will complete my duties to the best of my ability during this notice period. Please let me know how I can help during the transition.

Thank you once again for everything. I hope to stay in touch, and I look forward to hearing about all the exciting developments at [Company's Name].

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]