

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[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]. This decision comes after a period of careful consideration, particularly after receiving the [Title Name] title, which has affirmed my professional ambitions and objectives.

I am truly grateful for the opportunities I have had at [Company Name] and for the invaluable experiences gained during my time here. It has been a pleasure working alongside such a talented team.

I am committed to ensuring a smooth transition and will do my utmost to complete my tasks and assist in handing over the responsibilities before my departure.

Thank you again for the support and guidance during my time at the company. I look forward to staying in touch and hope our paths will cross again in the future.

Sincerely,

[Your Name]