

Resignation Letter

Date: [Insert Date]

To,

[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 of this letter].

I am pleased to inform you that I have successfully completed my qualifications, and I have decided to pursue new opportunities that align more closely with my professional goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate the valuable experience gained.

Please let me know how I can help during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]