

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes as I have the opportunity to further enhance my professional skills which I believe will greatly benefit my career development. I am grateful for the support and opportunities I have received during my time here and appreciate the valuable experiences I have gained.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship moving forward.

Thank you once again for everything.

Sincerely,

[Your Name]