

# 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 to make, but I have recently been presented with an exciting opportunity that will allow me to pursue my new professional qualifications.

I want to express my sincere gratitude for the opportunities I have received during my time at [Company's Name]. I have enjoyed working alongside a talented team and have learned immensely under your leadership.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time here.

Thank you once again for your support and understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]