

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 was not easy and comes after careful consideration of my personal and professional growth. I am excited to share that I have accepted an opportunity that aligns more closely with my new professional achievements and aspirations.

I am incredibly grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned valuable skills and built wonderful relationships that I will carry with me in my future endeavors.

During my remaining time, I am committed to ensuring a smooth transition. I will do everything possible to hand over my responsibilities and train my successor as needed.

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

Sincerely,

[Your Name]