

# 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]. I have recently earned my [Professional Credential] and have decided to pursue opportunities that align more closely with this new qualification.

Working at [Company's Name] has been a significant part of my professional journey, and I am grateful for the experience and support from you and my colleagues.

I am committed to ensuring a smooth transition and will do my utmost to complete my current responsibilities and assist in the handover process.

Thank you once again for the opportunities provided during my time here. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]