

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, e.g., "two weeks from today"]. This decision was not easy, but I have decided to pursue other opportunities.

I want to express my gratitude for the experience I've gained during my brief time here. It has been a valuable step in my professional journey.

Please let me know how I can assist during the transition.

Thank you once again for the opportunity.

Sincerely,

[Your Name]