

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 as [Your Job Title] at [Company's Name], effective [Last Working Day]. After reaching significant sales milestones, I have taken the time to reflect on my career path and have decided to pursue new opportunities.

I would like to express my gratitude for the support and guidance I have received during my time at [Company's Name]. It has been a pleasure working with such a dedicated team and achieving our sales goals together.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities. Please let me know how I can assist during this period.

Thank you once again for the wonderful opportunities and experiences. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]