

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 comes after careful consideration of my career path and future aspirations.

As you know, I am proud to have surpassed my sales goals this year, achieving [specific achievement or percentage], and I am grateful for the opportunities I have had to grow both personally and professionally within the team.

I want to express my heartfelt gratitude for the support and mentorship you and the team have provided me. I have enjoyed being a part of [Company's Name] and will cherish the memories and experiences gained here.

Please let me know how I can assist during this transition. I hope to leave my responsibilities in good standing and ensure a smooth handover of my duties.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]