

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After achieving record sales performance this quarter, I believe it is the right moment for me to seek new challenges and opportunities. I am incredibly proud of what we accomplished as a team, and I appreciate the support and guidance I've received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Thank you once again for the opportunities for personal and professional growth during my tenure.

Wishing you and the team continued success.

Sincerely,

[Your Name]