

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but after careful consideration, I believe it is time for me to pursue new opportunities.

I am proud of what I have accomplished during my time at [Company Name], especially following my recent sales achievements, where I successfully [specific achievement, e.g., exceeded my sales targets by XX%]. I am grateful for the support and guidance provided by you and the entire team that has facilitated my success.

Thank you for the opportunities for professional and personal development that you have provided me during my time with the company. I am especially thankful for the trust you have placed in me and the mentoring you have provided. I hope to maintain our positive relationship in the future.

I wish [Company Name] continued success, and I look forward to staying in touch.

Sincerely,

[Your Name]