

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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].

After the success of our recent sales campaign, I have decided to pursue a new opportunity that aligns more closely with my career goals. I am incredibly grateful for the support and leadership you have provided during my time here, which has significantly contributed to my professional growth.

Please let me know how I can help during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunities and experiences I've had at [Company's Name]. I look forward to staying in touch, and I wish the team continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]