

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].

Having achieved my sales objectives, I feel that this is the right time for me to pursue new opportunities. My time at [Company's Name] has been extremely rewarding, and I am grateful for the support and guidance I have received throughout my tenure.

I will ensure a smooth transition and am more than willing to assist in handing off my responsibilities during my remaining time here.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]