

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

After careful consideration following the recent corporate governance meeting, I have decided to resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today].

I appreciate the opportunities I have had during my time at [Company Name]. I am grateful for the support from you and my colleagues, which has contributed to my professional growth.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively during my remaining time.

Thank you once again for the opportunities and experiences I have gained while working here. I look forward to staying in touch.

Sincerely,

[Your Name]