

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. This decision follows our recent management review discussion, during which I reflected on my career goals and aspirations.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I appreciate the guidance and support offered by the management team and my colleagues, which contributed greatly to my professional growth.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in the handover process.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]