

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].

Due to the ongoing transition in organizational leadership, I have decided to pursue other opportunities that align more closely with my professional goals. This was not an easy decision, as I have greatly valued the experiences and relationships I have built during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your support and guidance throughout my tenure. I hope to stay in touch and look forward to connecting again in the future.

Warmest regards,

[Your Name]