

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 comes after careful consideration of my career path and personal circumstances, particularly in light of the recent transition within our team.

It has been a pleasure working alongside my colleagues, and I am grateful for the opportunities for professional development I have received during my time here. The support and camaraderie within the team will be missed, and I value the relationships I have built.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to support the team in this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]