

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].

This decision was not easy and took a lot of consideration. However, I have concluded that I must pursue opportunities that align more closely with my career development goals.

I am incredibly grateful for the time I have spent at [Company's Name] and the support I've received from you and my colleagues. The experiences and skills I've gained here will undoubtedly aid me in my future endeavors.

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

Thank you once again for the opportunity to be part of a great team. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]