

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 one month from today, [Last Working Day]. This decision was not easy and took a lot of consideration, but I believe it is the best path for my career at this time.

I am grateful for the opportunities I have been given during my time at [Company's Name] and appreciate the support provided to me by you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

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

Sincerely,

[Your Name]