

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

Subject: Resignation Letter

Dear [Manager's Name],

After extensive reflection and careful consideration, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I've had during my time here. The experiences and knowledge I've gained while working alongside the talented team at [Company's Name] will always be cherished.

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

Thank you for your understanding and support. I look forward to staying in touch in the future.

Sincerely,

[Your Name]