

# 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].

After careful consideration, I have decided to pursue an opportunity that aligns more closely with my career goals and aspirations. This was not an easy decision, as I genuinely value the time I have spent working with you and the team.

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 time.

Thank you for the support and opportunities that you have provided me during my time at [Company's Name]. I have learned a great deal, and I will always appreciate the experiences I gained here.

Sincerely,

[Your Name]