

[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 careful consideration and a thorough review of my personal and professional goals, 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, as I have greatly valued the opportunities I have had at [Company's Name] and the relationships I have built over my time here. I appreciate the support and guidance you and the team have provided me during my tenure.

I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement and ensuring all my tasks are completed before my departure.

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

Sincerely,

[Your Name]