

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have recently accepted an expanded role elsewhere that aligns more closely with my career goals.

It has been a pleasure working with you and the team at [Company Name]. I have gained invaluable experience and skills during my time here, which I will take with me in my future endeavors.

Thank you for your support and opportunities for growth. I look forward to staying in touch.

Sincerely,

[Your Name]