

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]. This decision was not made lightly, but I have received an offer from a competing employer that I have decided to accept.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and appreciate the support and guidance you have provided.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing.

Thank you once again for the wonderful experience. I hope to keep in touch in the future.

Sincerely,

[Your Name]