

Resignation Letter

[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],

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 accepted a job offer with another company that will allow me to further my career goals. This was not an easy decision to make, and I am truly grateful for the opportunities and support I have received during my time at [Company's Name].

I will do my utmost to ensure a smooth transition and will complete all outstanding tasks before my departure. Please let me know how I can help during this transition period.

Thank you once again for the support and opportunities. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]