

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]. I have accepted an offer from a competing firm that aligns with my career goals.

I want to express my gratitude for the opportunities I've had while working here, particularly [mention any specific experience or project]. I have truly enjoyed my time at [Company's Name] and appreciate your support during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my notice period.

Thank you once again for everything. I hope to keep in touch and wish you and the team continued success.

Sincerely,

[Your Name]