

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].

After careful consideration, I have accepted an opportunity with a rival company that aligns more closely with my career goals and aspirations. This was not an easy decision, as I have enjoyed my time here and have learned a great deal from both you and my colleagues.

I am committed to ensuring a smooth transition and will be happy to assist in training my replacement during my remaining time with the company. Thank you for the support and guidance during my tenure at [Company's Name]. I appreciate the opportunities for professional and personal development that you have provided me.

Wishing you and the team continued success.

Sincerely,

[Your Name]