

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 has not come easily, as I have valued my time at [Company's Name] and appreciate the opportunities for growth and learning provided to me. However, I have been presented with an enticing job proposition from a rival company that aligns closely with my career aspirations and personal goals.

I want to express my gratitude for your leadership and support during my tenure. I am committed to ensuring a smooth transition and will do my best to complete outstanding projects and assist in the handover process.

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

Sincerely,

[Your Name]