

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company's Name]

Address: [Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision was not easy, but I have accepted an opportunity that aligns more closely with my career goals and personal aspirations.

I want to express my heartfelt gratitude for the opportunities I have had during my time at [Company's Name]. The support and guidance from you and my colleagues have been invaluable, and I have greatly enjoyed working on [mention specific projects or experiences].

While I am excited about this new chapter in my career, I will always look back fondly on my time here. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for your support and understanding. I hope to keep in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]