

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have greatly valued my time at [Company Name] and the opportunities I have had to grow professionally. However, I have decided to move towards new challenges that I believe will further my career development.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively in the coming weeks.

Thank you for your guidance and support during my tenure. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]