

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

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]. I have recently accepted a position that aligns closely with my career aspirations, and it is with mixed emotions that I take this step.

I am truly grateful for the opportunities I have had to grow and develop during my time at [Company Name]. I appreciate the support and guidance you have provided me throughout my tenure.

Please let me know how I can assist during this transition period. I hope to leave my responsibilities in a manner that will maintain the team's performance and ensure a smooth handover.

Thank you once again for everything. I look forward to staying in touch in the future.

Sincerely,

[Your Name]