

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. 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 offer for a position that aligns more closely with my long-term career goals, which I consider my dream role. This decision was not made lightly, as my time at [Company's Name] has been immensely fulfilling and instrumental in my growth.

I want to express my sincerest gratitude for the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with such a talented team and am grateful for the support and guidance I received.

During my remaining time, I am committed to ensuring a smooth transition and will assist in any way I can to hand over my responsibilities.

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

Sincerely,

[Your Name]