

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].

It is with mixed emotions that I make this decision, but I have recently attained my dream career opportunity that I simply cannot pass up. This new position aligns perfectly with my long-term goals and aspirations.

I want to express my heartfelt gratitude for the opportunities, support, and guidance I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I am proud of what we have accomplished together.

During my remaining time, I will do everything possible to ensure a smooth transition and assist in training my replacement. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]