

# 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].

I have recently received an offer for a position that aligns closely with my career aspirations and dreams. After careful consideration, I have decided to accept this opportunity.

I am incredibly grateful for the opportunities I've had while working at [Company's Name] and for the support from you and my colleagues. I have learned a great deal and appreciate the chance to have been part of such a wonderful team.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing where my next chapter takes me.

Sincerely,

[Your Name]