

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 submit this letter, as I have accepted an opportunity that aligns closely with my long-term career goals and aspirations.

I want to express my heartfelt gratitude for the invaluable experiences and support I've received during my time here. I have greatly enjoyed working with you and the team, and I will cherish the relationships I've built.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]