

# Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]  
[Company's Name]  
[Company's Address]

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 has been a pleasure working with you and the team. I have greatly appreciated the opportunities for professional and personal development during my time here. However, I have recently been offered a position that aligns perfectly with my career goals, and after careful consideration, I have decided to accept this new opportunity.

I am committed to ensuring a smooth transition. Please let me know how I can assist during this period.

Thank you once again for the support and guidance. I hope to stay in touch in the future.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]