

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]. This decision comes as I have accepted an offer for a position that I believe aligns perfectly with my career goals and aspirations.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have appreciated the support and guidance you have provided, and I value the experiences and skills I have gained while working here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my successor in the time remaining.

Thank you once again for all your support. I hope to stay in touch in the future.

Sincerely,

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