

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly; however, I have decided to pursue personal development opportunities that I believe will enhance my skills and contribute to my long-term career growth. I am grateful for the experiences and support I have received during my time at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities adequately. Please let me know how I can help during this process.

Thank you once again for the opportunities and guidance throughout my tenure. I look forward to staying in touch.

Sincerely,
[Your Name]