

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]. This decision was not made lightly, and I am grateful for the opportunities I have had to grow and learn during my time here.

While I will be moving on to new endeavors, I want to assure you that I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and will do everything I can to hand off my responsibilities effectively.

I value the relationships I have built during my time at [Company Name] and look forward to staying in touch. Please feel free to reach out to me at my personal email [Your Email Address] or phone number [Your Phone Number].

Thank you once again for the support and guidance throughout my career here. I wish [Company Name] continued success, and I hope to cross paths again in the future.

Sincerely,

[Your Name]