

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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, e.g., two weeks from today]. It has been a privilege to work alongside such a dedicated team and to contribute to our shared goals.

During my time here, I have focused on advancing our organizational objectives, particularly [mention specific objectives or projects]. I am proud of what we accomplished together and confident that the team will continue to thrive in pursuit of excellence.

This decision was not easy, but I believe it is necessary for my personal and professional growth. I am committed to ensuring a smooth transition and will do everything within my power to complete my remaining tasks and assist in training my successor.

Thank you for the opportunities for growth and development during my tenure at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]