

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

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 easy and took a lot of consideration.

After careful thought, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals. I believe this is the right step for my professional growth. I am excited about the next chapter in my career and the possibility of contributing to a new team.

I want to express my gratitude for the opportunities to learn and grow under your guidance. Working at [Company Name] has been a valuable experience, and I will cherish the memories and the friendships I have made here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time. Please let me know how I can assist during this transition.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]