

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been an immense honor to receive the recent service award recognition, which underscores the positive experiences I have enjoyed during my time here. However, after careful consideration, I have decided to pursue an opportunity that I believe is better aligned with my career aspirations.

I would like to express my heartfelt gratitude for the guidance and support I have received from you and my colleagues. I have greatly appreciated the chance to contribute to our projects and the friendships I have built along the way.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying connected in the future.

Sincerely,

[Your Name]