

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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, typically two weeks from the date above]. I have accepted a new opportunity that I believe aligns closely with my career goals.

Before I leave, I want to express my sincere gratitude for the support and guidance I received during my time at [Company's Name]. The emphasis on service excellence and the collaborative environment fostered by the team have greatly contributed to my professional growth. I am truly thankful for the opportunities provided to me.

I will do everything possible to ensure a smooth transition and complete any outstanding tasks during my remaining time. Please let me know how I can help facilitate this process.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]