

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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]. This decision was not easy, but after careful consideration, I have accepted an opportunity to further advance my career in [New Career Field/Position].

I'm incredibly grateful for the support and opportunities I have received during my time here. [Company's Name] has been an integral part of my professional growth, and I will always appreciate the knowledge and experience I gained working with such a talented team.

I am committed to making this transition as smooth as possible. I will do everything I can to wrap up my responsibilities and train my successor if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]