

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].

This decision was not easy to make, as my time here has been incredibly rewarding. However, I have accepted an exciting opportunity elsewhere that I believe aligns more closely with my career goals and personal aspirations.

I want to thank you and my colleagues for the support and encouragement I've received during my time with [Company's Name]. I truly appreciate the opportunities for growth and the unforgettable experiences.

I will ensure that all my responsibilities are up to date before my departure and will assist in the transition where needed. Please let me know how I can help during this time.

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

Sincerely,

[Your Name]