

# 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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have received an external job offer that aligns closely with my career goals and aspirations. This decision was not easy, as I value the experiences and opportunities I have gained during my time here.

I want to express my gratitude for the support and guidance you and the team have provided me. I have learned a great deal and appreciate the positive environment at [Company's Name].

During my remaining time, I am committed to ensuring a smooth transition and will assist in passing my responsibilities to my successor.

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]