

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 date above]. This decision was not easy and involved careful consideration of my career path.

In the coming weeks, I will do everything in my power to ensure a smooth transition. I will document my current projects and responsibilities and arrange to train my replacement if needed.

Looking ahead, I am excited to explore new opportunities that align with my long-term career goals. I am grateful for the support and guidance I've received during my time here and look forward to staying in touch.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I appreciate everything and hope to leave behind a legacy of hard work and commitment.

Warm regards,

[Your Name]