

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have accepted an opportunity that will further my career growth and professional development. This decision was not an easy one, as I have genuinely enjoyed working at [Company Name] and appreciate the opportunities to grow and develop during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the support and guidance during my tenure. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,
[Your Name]