

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 [Current Company Name], effective [Last Working Day]. This decision was not made lightly, but I have accepted a role that aligns with my career goals and aspirations.

I am incredibly grateful for the opportunities I have had during my time at [Current Company Name]. I appreciate the support, guidance, and camaraderie of my colleagues and management. I have learned so much and will carry those experiences into my new role.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]