

# 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].

Reflecting on my time here, I am truly grateful for the opportunities I have been given to develop my skills and advance in my career. The support and mentorship from you and my colleagues have played a significant role in my professional growth, and I will always appreciate the camaraderie we shared.

This decision was not easy, as I have enjoyed my tenure at [Company's Name] immensely. However, I believe that it is time for me to take the next step in my career journey. I am excited about the new opportunities that await me.

I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities effectively during my remaining time.

Thank you once again for your guidance and support throughout my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]