

## Basic Resignation Letter Template

[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].

I have accepted a new position that offers me better career opportunities. I am grateful for the experiences and support I have received during my time with [Company Name]. Thank you for the opportunities provided and for your guidance throughout my employment.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Sincerely,  
[Your Name]