

Resignation Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's 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 Position] at [Company Name], effective [Last Working Day, typically two weeks from today].

This decision was not made lightly. After much consideration, I have accepted an opportunity that will provide me with greater responsibilities and the chance to further develop my leadership skills. I am grateful for the trust, support, and opportunities for professional growth that you and the company have provided during my time here.

I am committed to assisting with the transition process over the next few weeks and will ensure that my responsibilities are handed over smoothly. Please let me know how I can help during this transition period.

Thank you once again for the rewarding experience and support throughout my tenure at [Company Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,
[Your Name]