

## Simple Resignation Letter Sample

[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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have accepted a new job offer that will allow me to further my career and explore new opportunities. I am truly grateful for the support, guidance, and experience I have gained during my time at [Company Name]. It has been a pleasure working with you and the team.

I am committed to ensuring a smooth transition and will do my best to complete my outstanding tasks and assist in training my replacement if needed.

Thank you once again for the opportunities and encouragement you have provided me. I wish the team and the company continued success in the future.

Sincerely,  
[Your Name]