Your Name:

Your Address:

Email Address:

Date:

**Resignation Letter**

Dear Manager’s Name,

I am writing to formally resign from my position at Company’s Name, effective two weeks from this date. My last day of work will be [Last Working Day].

I have accepted an opportunity that will allow me to explore new challenges and professional growth. I have enjoyed working at Company’s Name and am thankful for the support, encouragement, and professional opportunities provided to me during my time here.

Please let me know how I can help during the transition and make it as smooth as possible. I hope to maintain our professional relationship in the future and look forward to our paths crossing again.

Thank you for everything.

Sincerely,

Your Name