
Formal Resignation Letter

[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 announce my resignation from [Your Position] at [Company Name], effective [last working day, typically two weeks from the current date].

I have thoroughly enjoyed my time working at [Company Name] and have learned a lot, which has been instrumental in my professional growth. I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

Please let me know how I can assist in ensuring a smooth transition, whether that means training a successor, handing off projects, or providing documentation of my current responsibilities.

I am grateful for your guidance and support during my tenure at [Company Name]. I value the experiences and opportunities I've had here and hope to stay in touch in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]