



The Resignation Letter

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective of today [Today's date]. I would like to confirm that I am happy to work my notice period of [Include notice period e.g. 4 weeks] where my last day working for the company will be [state your last day working based on your notice period].

I want to express my sincere gratitude for the opportunities awarded to me and experiences that I have gained during my time at [Company Name]. I appreciate the support provided and relationships built with my colleagues and the entire team.

While I have truly enjoyed my time at [Company Name], I have decided to explore new opportunities that align with my career goals and aspirations. I am committed to ensuring a smooth transition and am more than willing to assist in training my successor or providing any necessary support during this period.

Thank you again for the experience and for understanding my decision.

I look forward to staying connected and hope that our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]