**Simple Resignation Letter Template**

**[Your Name]  
[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 announce my resignation from [Company Name], effective two weeks from today, [Last Working Day]. This decision was not easy and took careful consideration. However, after contemplating my career goals and personal development, I have decided to pursue new opportunities that align more closely with my objectives.

I would like to express my gratitude for the invaluable experiences and opportunities that I have been afforded during my tenure 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 everything in my power to transfer my responsibilities accordingly.

Please let me know how I can assist during this transition. I wish [Company Name] and my colleagues continued success in the future.

**Thank you for your understanding and support.**

**Sincerely,  
[Your Name]**