
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]