

Professional Official Resignation Letter

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Full Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Professional Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my role as [Your Job Title] at [Company Name], effective [Last Working Day]. This decision was made after thoughtful consideration and aligns with my professional aspirations.

My time at [Company Name] has been instrumental in shaping my career. The opportunities to learn, grow, and contribute to impactful projects have been invaluable. I deeply appreciate the guidance and encouragement you have provided throughout my journey here.

In the coming weeks, I am committed to ensuring a smooth transition. I will work diligently to complete ongoing assignments, assist in training my replacement, and provide any necessary handover materials.

Thank you for fostering a positive and enriching work environment. I look forward to maintaining our professional connection and wish continued success to you and the [Team/Company].

Yours sincerely,
[Your Full Name]