

Sample Resignation Letter

<Date>

<Mr./Mrs./Ms. Manager/Supervisor>

<Manager/Supervisor Title>

<Company and Address>

<Your Name>

<Your Current Position>

<Your Address>

Dear <Manager/Supervisor's First Name>,

Please accept this letter as formal notice of my resignation from my position with <your company's name>, effective <last date of employment>.

I sincerely appreciate the opportunity that you and <company's name> have given me to develop my professional skills and advance my career. I am grateful for the experience I have gained and for the people I have had the opportunity to work with during my time here.

After careful consideration, I have accepted an opportunity that aligns with my career goals, and I am confident this is the right next step for me.

I will make every effort to leave on the best possible terms by completing my current assignments and supporting a smooth transition for those who will be taking over my responsibilities.

I would be pleased to participate in an exit interview or provide any helpful transition feedback, should that be useful.

Respectfully,

<Your Signature>

<Your Name>