# Resignation Letter

*This document serves as a formal notification from an employee to their employer regarding their intention to resign from their position. It is used to communicate the employee’s departure date and offer of assistance during the transition period.*

**Date:** {date}

**To:**  
{managerName}  
{companyName}  
{companyAddress}

Dear {managerName},

I am writing to formally resign from my position as **{position}** at **{companyName}**, effective **{lastWorkingDay}**.

This decision was not an easy one and took a lot of consideration. However, after careful thought, I have decided to pursue a new direction in my career.

I would like to express my sincere gratitude to you and the entire team at **{companyName}** for the support, guidance, and opportunities I have received during my time here. It has been a pleasure working with you and contributing to the organization.

During my remaining time at the company, I am committed to ensuring a smooth transition. I am happy to assist in training a replacement and transferring my responsibilities to ensure continuity in operations.

Please let me know how I can help during this transition. I hope to maintain a positive relationship and I look forward to staying in touch.

Thank you once again for the opportunity to be a part of **{companyName}**. I wish you and the organization continued success.

Sincerely,  
{name} {surname}

Contact Information:  
Email: {email}  
Phone: {phone}

{#hasAttachments}

### Attached Documents

* {documentName}

{/hasAttachments}