# Resignation Letter

**Purpose:** This resignation letter template provides a professional format for employees to formally announce their intention to resign from their job position, including relevant details such as notice period and last working day.

{date}

**{managerName}**  
{companyName}  
{companyAddress}

Dear {managerName},

I am writing to formally resign from my position as **{position}** at **{companyName}**, effective from **{lastWorkingDay}**. This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue new opportunities that align with my personal and professional goals.

I want to express my deepest gratitude for the opportunities, guidance, and support I have received during my time at **{companyName}**. The experience and knowledge I have gained here have been invaluable, and I deeply appreciate the chance to be a part of the team.

As per the terms of my contract, I will ensure a {noticePeriod}-week notice period and will do my best to complete all outstanding work and assist in the transition process during this time.

{#offerTransitionSupport}Additionally, I would be happy to help train my replacement or document my responsibilities to ensure a smooth handover.{/offerTransitionSupport}

{^offerTransitionSupport}Please let me know how I can best support the team during this period to ensure a seamless transition.{/offerTransitionSupport}

Once again, I appreciate all the opportunities afforded to me during my employment and I wish **{companyName}** continued success in the future.

Yours sincerely,

**{name} {surname}**

Email: *{email}*  
Phone: *{phone}*