**Job Resignation Letter**

[Your Name]

[Your Address]

[Date]

[Manager's Name]

[Manager's Title]

[Company Address]

Dear [Manager's Name],

I am writing to formally tender my resignation from my position as [Job Title] with [Company Name], effective on [Last Working Date].

This decision has not been an easy one to make, as my time at [Company Name] has been an incredibly rewarding experience for me. I am genuinely grateful for the opportunities I have had here and for the chance to work alongside you and my colleagues in the [Department/Section/Project].

However, I have recently accepted a new role elsewhere, and due to a legally binding contract, I am unable to reconsider this decision. Please rest assured that I am fully committed to assisting in a smooth transition for my department until my departure date.

I want to express my sincere gratitude for the support, mentorship, and camaraderie I've enjoyed during my tenure at [Company Name]. I am optimistic about the future and look forward to the challenges and growth that my new position will bring.

I have the utmost confidence in the continued success of [Department] and [Company Name], and I wish you all the best in your future endeavors.

Thank you once again for the wonderful experiences I've had here.

Sincerely,

[Your Name]