

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one to make, but after careful consideration, I believe it is time for me to explore new opportunities and challenges. I am truly grateful for the support and opportunities I have received during my time at [Company's Name].

I appreciate the guidance and encouragement from you and my colleagues, which have helped me grow both professionally and personally. I will do my best to ensure a smooth transition before my departure.

Thank you once again for everything. I hope to keep in touch, and I wish the company continued success.

Sincerely,

[Your Name]