

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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 easy, and took a lot of consideration, but after careful thought, I have decided it is time to pursue a new direction in my career.

I want to express my gratitude for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and encouragement you have given me.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. I hope to maintain a positive relationship, and I look forward to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Name]