

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

The decision to leave was not an easy one, but after careful consideration, I've realized that my professional goals have shifted, and I need to pursue new opportunities that align more closely with my aspirations.

I am truly grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned a great deal and will always appreciate the experiences I've had while working with such a talented team.

Please let me know how I can help during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]