

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 it comes after considerable reflection on my career path. I have decided to embark on a new career journey that I believe aligns more closely with my long-term goals.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. Working with you and the entire team has been a valuable part of my career growth, and I appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I look forward to the possibility of crossing paths in the future.

Warm regards,

[Your Name]