

# 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 took a lot of consideration. However, I have decided to explore new job prospects that align more closely with my career goals.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate your support and guidance.

Please let me know how I can help during the transition period. I hope to keep in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Name]