

Resignation Letter

Date: **[Insert Date]**

To: **[Manager's Name]**

Position: **[Manager's Position]**

Company: **[Company's Name]**

Address: **[Company's Address]**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day, e.g., Date]. After careful consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals.

I want to express my gratitude for the support and opportunities for professional development you have provided me during my time here. I have greatly enjoyed working with you and the team, and I will cherish the experiences I've gained.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]