

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]. After careful consideration, I have decided to pursue a different profession that aligns more closely with my career goals and aspirations.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance you have provided. I have learned a great deal and have enjoyed working with my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]