

# 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]

## **Subject: Resignation Letter**

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]. This decision was not easy and required a lot of consideration. However, I have decided to pursue a passion project that I believe will help me grow both personally and professionally.

I am incredibly grateful for the support, opportunities, and experiences I have gained during my time here. I appreciate the chance to work alongside such a talented team and I will carry these valuable lessons into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and pass on my responsibilities effectively before my departure.

Thank you once again for the amazing opportunities and support throughout my time at [Company's Name]. I hope to stay in touch and wish you and the entire team continued success.

Sincerely,  
[Your Name]