

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 comes as I have decided to pursue a new career path in [New Industry].

This was not an easy decision, as I have greatly enjoyed working with you and the team. I am grateful for the opportunities for personal and professional development that you have provided me during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities before my departure.

Thank you once again for the support and guidance you have offered me. I hope to stay in touch and wish you and [Company's Name] continued success in the future.

Sincerely,

[Your Name]