

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

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 after careful consideration of my career goals and personal aspirations.

I have greatly appreciated the opportunities for professional and personal development that you and the company have provided me during my time here. Working alongside such a talented team has truly been a rewarding experience.

As I move forward in my career, I feel that it is essential to pursue paths that align more closely with my long-term goals. I hope to remain in touch and look forward to crossing paths again in the future.

Thank you once again for your support and understanding. I will do everything in my power to ensure a smooth transition during my remaining time here.

Sincerely,

[Your Name]