

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 career path that aligns more closely with my professional goals and aspirations. This decision was not made lightly, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities for personal and professional development that I have received during my tenure.

I am committed to ensuring a smooth transition and will do everything in my power to hand off my responsibilities effectively in the coming weeks. Please let me know how I can assist during this period.

Thank you again for the support and guidance you have provided me. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]