

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 has not come easily, but after careful consideration, I believe it is time for me to explore new opportunities that align with my career goals and aspirations.

I am grateful for the support, guidance, and opportunities that I have received during my time at [Company's Name]. I have enjoyed working with such a talented team and will always value the experiences and knowledge I have gained.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]