

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 was not made lightly, but after careful consideration, I have decided to pursue an opportunity for professional growth that aligns more closely with my career goals.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance from you and my colleagues, which has contributed to my professional development.

During my remaining time, I am committed to ensuring a smooth transition and will complete any outstanding tasks. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]