

# 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 was not an easy one, but after careful consideration, I have decided to embark on a new business journey that I believe will enhance my skills and provide new opportunities for growth.

I am truly grateful for the time I have spent at [Company's Name] and for the support and guidance I have received from you and the team. I have learned a great deal during my time here, which I will carry with me as I move forward.

I will do my utmost to ensure a smooth transition and will assist in handing over my responsibilities. Please let me know how I can help during this period.

Thank you once again for the incredible experience and support. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]