

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 did not come easily, but after careful consideration, I have decided to focus my efforts on business development opportunities that align with my career goals. I believe that this will provide me with the chance to grow and develop in ways that are essential for my professional journey.

I am grateful for the opportunities I have had to contribute to [Company's Name] and for the invaluable experiences I have gained while working alongside such talented individuals.

Thank you for your understanding. I hope to maintain a positive relationship as I transition to this next chapter in my career.

Sincerely,

[Your Name]