

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].

After careful consideration, I have decided to pursue an opportunity in the business world that aligns with my long-term career goals and passions. This decision was not easy, and I am grateful for the support, mentorship, and opportunities I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities and assist in training my replacement.

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

Sincerely,

[Your Name]