

# 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].

After careful consideration, I have decided to pursue a path as a freelance professional. This decision has not been easy, but I believe it is the right step for my career and personal growth.

I am grateful for the opportunities I've had during my time at [Company's Name] and for the support of my colleagues and management. I look forward to staying in touch and hope to cross paths in the future.

Thank you for your understanding.

Sincerely,

[Your Name]