

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 explore freelance opportunities that align with my personal and professional goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a valuable experience, and I genuinely appreciate the knowledge and skills I have gained while working with such a talented team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

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]