

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 easy and took a lot of consideration. However, I have decided to pursue freelance opportunities that align more closely with my career goals and personal aspirations.

I am grateful for the support and opportunities I have received during my time with [Company's Name]. I appreciate and will always remember the experiences and skills I have acquired here.

I will ensure a smooth transition and will do everything possible to hand over my responsibilities appropriately during my remaining time.

Thank you once again for all the guidance and support. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]