

# 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].

After careful consideration, I have decided to pursue a freelance career that aligns more closely with my personal and professional goals. This choice was not easy, as I have truly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you for the opportunities for growth and development that you have provided me during my time at [Company's Name]. I truly appreciate your support and guidance.

Wishing you and the team all the best in the future.

Sincerely,  
[Your Name]