

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Notification

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration, as I have decided to pursue a path as a freelance [Your Profession].

Working with the team has been a significant part of my professional journey, and I am grateful for the opportunities I've had to grow and contribute to the organization. I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement or completing outstanding projects.

Thank you once again for your support and guidance during my time at [Company Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]