

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes from my desire to pursue opportunities that focus on my professional development and align more closely with my career goals. I believe that taking this step will allow me to grow and contribute to my fullest potential.

I am grateful for the support I've received during my time at [Company's Name] and appreciate the opportunities for personal and professional growth. I have enjoyed working with you and the team, and I am committed to making this transition as smooth as possible.

Thank you for your understanding. I hope to stay in touch as I move forward in my career.

Sincerely,

[Your Name]