

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 my wanderlust dreams and explore new horizons. I believe this journey will allow me to grow both personally and professionally.

I am truly grateful for the opportunities I have received while working at [Company's Name] and for the support from you and my colleagues. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch, and I am looking forward to sharing my adventures with you.

Sincerely,

[Your Name]