

# 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 made lightly as I have greatly enjoyed working with you and my colleagues. However, after much reflection, I have decided to pursue my long-held travel aspirations.

During my time at [Company's Name], I have learned invaluable skills and made lasting relationships. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for the opportunities for growth and development you have provided me. I hope to stay in touch, and I look forward to hearing about the continued success of [Company's Name].

Sincerely,

[Your Name]