

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, e.g., two weeks from today]. This decision has not been easy, but I have decided to pursue a lifelong dream that I can no longer put on hold.

Working at [Company's Name] has been an invaluable experience, and I am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance you and my colleagues have provided during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]