

# Resignation Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[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 has not come easily, but after careful consideration, I believe it is the best step for my professional growth.

During my time at [Company's Name], I have greatly appreciated the opportunities for personal and professional development. I have enjoyed working with the team and I am grateful for the support provided to me during my tenure.

While I am resigning from my current role, I am very interested in maintaining a positive relationship and would like to discuss any potential future opportunities within the company that might align with my skills and career goals.

Thank you once again for the opportunities provided to me. I look forward to the possibility of working together again in the future and hope to stay in touch.

Sincerely,  
[Your Name]