

# 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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After my extended family leave, I have taken the time to reflect on my personal and professional aspirations. I have come to the decision that it is best for me to move on and explore new opportunities.

I am truly grateful for the support and opportunities I have received during my time at [Company's Name]. I appreciate the experiences and knowledge I have gained, and I will carry them with me as I move forward.

Thank you once again for everything. I am committed to making this transition as smooth as possible. Please let me know how I can assist during this period.

Sincerely,

[Your Name]