

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

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

After a lengthy career break, I have decided to pursue new opportunities that align with my current goals and aspirations. This decision was not easy, and I truly appreciate the support and understanding I have received during my time away from the company.

I am grateful for the experience and knowledge I gained while working with you and the team. I will always cherish the memorable moments and the valuable lessons learned here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunities and support. I wish you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]