

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company 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 Name], effective [Last Working Day, typically two weeks from the date above].

During my significant leave of absence, I have taken the time to reflect on my career goals and personal aspirations. After much consideration, I have decided to pursue a different path that aligns more closely with my future objectives.

I am grateful for the opportunities I have had at [Company Name] and the support provided by you and the team during my tenure. I sincerely appreciate all the experiences and learning that I have gained while working here.

To ensure a smooth transition, I am willing to assist in training my replacement and will ensure that all my responsibilities are managed prior to my departure.

Thank you once again for your understanding. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]