

# 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 comes after careful consideration of my career growth and the lack of progression opportunities within the company.

While I have appreciated the experiences I've had during my time here and the support from my colleagues, I believe it is time for me to pursue new challenges that align with my professional aspirations.

Thank you for the opportunities I have received during my time at [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]