

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After careful consideration, I have decided to pursue other opportunities that offer greater potential for career advancement. While I appreciate the experiences and knowledge I have gained during my time here, I feel that my professional growth has become limited.

I am grateful for the support and opportunities I have received at [Company's Name]. I truly value the relationships I have built with my colleagues and will carry them forward into my future endeavors.

Please let me know how I can help during the transition. I wish you and the team continued success in the future.

Sincerely,

[Your Name]