

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].

After careful consideration, I have decided to pursue opportunities that offer better growth potential and align more closely with my career aspirations. I appreciate the experiences I have gained during my time here and the support from both you and my colleagues.

I wish the company continued success and hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]