

# 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 two weeks from today, [Last Working Day].

After careful consideration, I have decided to pursue new opportunities that align more closely with my career goals. I have found that the limited prospects for career advancement within the company have prompted this decision.

I want to express my gratitude for the opportunities I have had during my time with [Company's Name]. I appreciate the support from you and my colleagues.

Please let me know how I can assist during the transition, and I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]