

# 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 much reflection, I have decided to pursue new opportunities that align with my professional dreams and aspirations. My time at [Company's Name] has been incredibly fulfilling, and I am grateful for the support and guidance I have received during my tenure here.

I have truly enjoyed working alongside such talented colleagues and contributing to the success of our projects. The experiences I gained here will always hold a special place in my career journey.

Please let me know how I can assist during the transition process. I aim to make this as seamless as possible for the team.

Thank you once again for everything. I look forward to staying in touch and will always cherish my time at [Company's Name].

Sincerely,

[Your Name]