

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Current Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to return to [Previous Company Name], where I have been presented with an opportunity for career advancement that aligns with my long-term professional goals. My time at [Current Company Name] has been incredibly valuable, and I am grateful for the support and encouragement I received during my tenure here.

I will ensure a smooth transition and will do everything I can to wrap up my duties before my departure. Thank you once again for the opportunities and experiences that have helped shape my career.

Wishing you and the team continued success.

Sincerely,

[Your Name]