

Resignation Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

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].

This decision was not easy for me, but after careful consideration, I have decided to return to [Previous Employer's Name] to leverage the new skills I have acquired during my time here. I am grateful for the opportunities and support I have received at [Current Company Name], which has greatly contributed to my professional growth.

Thank you once again for everything. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]