

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 [Your Current Company] effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to return to [Previous Employer's Name] for an exciting project collaboration opportunity. This decision was not easy for me, as I value the experiences and relationships I've built during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time here. Please let me know how I can assist in this process.

Thank you for your support and understanding. I hope to stay in touch, and I look forward to the possibility of crossing paths in the future.

Sincerely,

[Your Name]