

# 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 [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]. The supportive work culture and collaborative environment there resonate more deeply with my professional values and aspirations.

This decision was not easy, as I have genuinely enjoyed working with you and the team at [Current Company Name]. I appreciate the valuable experience and growth I have gained during my time here.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]