

# 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 [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, as my time at [Company's Name] has been filled with both valuable experiences and significant challenges. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my personal and professional goals.

I am grateful for the support and guidance that I have received during my tenure, and I truly appreciate the opportunities to grow and develop my skills within the company. I will do my best to ensure a smooth transition over the next two weeks.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]