

# 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 [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I feel it's time for me to pursue new opportunities.

Working in such a fast-paced environment has been an invaluable experience for my professional growth, and I am grateful for the opportunities I've had to contribute to our team. I appreciate the support and guidance you've provided during my time here.

I will do everything I can to ensure a smooth transition. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you all the best in the future.

Sincerely,

[Your Name]