

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],

After careful consideration and a comprehensive professional evaluation of my career goals, I have decided to tender my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from date of letter].

This decision was not an easy one, as I have greatly appreciated the opportunities for professional development and the support from both management and my colleagues during my time here. However, I believe it is time for me to pursue new challenges and opportunities that align more closely with my long-term career aspirations.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively in the coming weeks.

Thank you again for the support and guidance during my tenure. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]