

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].

After careful consideration and a thorough examination of my career goals, I have decided to pursue a new direction that aligns more closely with my aspirations.

I am grateful for the opportunities and support I have experienced during my time here, and I appreciate the chance to work alongside such a talented team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for your understanding. I hope to stay in touch moving forward.

Sincerely,

[Your Name]