

# 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 comes after a profound realization about my career path and personal aspirations.

Over the years, I have greatly appreciated the opportunities for professional and personal development that you have provided me. Working at [Company's Name] has enriched my experience, and I have learned valuable skills that I will carry forward in my career.

However, after careful reflection, I have decided to pursue a different direction that aligns more closely with my goals and passions. I am grateful for the support and guidance from you and my colleagues throughout my journey here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and hand over my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]