

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

After deep reflection on my professional journey and personal aspirations, I am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

This decision comes after much thought about my career path and the experiences I have gained during my time here. I am grateful for the opportunities to grow and the support from my colleagues and leadership.

I will ensure a smooth transition of my duties and will assist in training my replacement if needed. Thank you once again for the invaluable experiences and memories.

Sincerely,

[Your Name]