

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]. After thorough reflection on my career and personal goals, I have decided to pursue a new direction that aligns better with my aspirations.

This decision was not made lightly, as I have greatly enjoyed my time working with you and the team. I am truly grateful for the opportunities and support I have received during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the guidance and the wonderful experiences. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]