

[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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision has not come lightly, as I have thoroughly explored my career paths and aspirations over the past few months.

During my time at [Company's Name], I have gained invaluable experience and formed lasting relationships. I am immensely grateful for the support and opportunities you and the team have provided me throughout my employment.

After careful consideration, I have decided to pursue a new direction that aligns more closely with my long-term career objectives. I believe this step is essential for my personal and professional growth.

I will ensure a smooth transition during my remaining time and will assist in handing over my responsibilities. Please let me know how I can help during this process.

Thank you once again for the opportunities I've had at [Company's Name]. I hope to keep in touch and wish you and the company continued success in the future.

Sincerely,

[Your Name]