

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],

After extensive consideration of my career and personal goals, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come lightly, and I am truly grateful for the opportunities I have had at [Company's Name]. I appreciate the support and guidance provided to me during my time here, which has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition of my responsibilities and will do everything I can to wrap up my duties during my remaining time.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]