

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],

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 detailed exploration of my career path and personal goals.

During my time at [Company's Name], I have gained invaluable skills and experiences that will shape my future endeavors. After much consideration, I believe it is time for me to pursue opportunities that align more closely with my long-term career aspirations.

I am incredibly grateful for the support and guidance I have received from you and my colleagues throughout my tenure. I hope to maintain our professional relationship in the future.

Thank you once again for the opportunities and support. I wish [Company's Name] continued success in all its future projects.

Sincerely,

[Your Name]