

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision did not come easy, as I have greatly enjoyed working at [Company Name] and appreciate the opportunities for personal and professional development that you have provided me during my time here. However, I have decided to pursue new challenges that align better with my personal development plans.

Moving forward, I aim to focus on enhancing my skills in [specific skills or areas of expertise] through [methods, such as additional training, workshops, or education]. I believe this will better prepare me for my future career path and contribute positively to my personal growth.

I want to express my heartfelt gratitude for the support, mentorship, and opportunities I have received at [Company Name]. I look forward to staying in touch and hope to cross paths again in the future.

Thank you for your understanding, and I wish [Company Name] continued success.

Sincerely,
[Your Name]