

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 was not easy and required a great deal of consideration.

During my time at [Company's Name], I have learned and grown tremendously, and I am grateful for the opportunities I have had. However, I have made the decision to pursue a new path that aligns more closely with my long-term career goals in [specific field or industry]. I believe that making this transition now will allow me to gain experience and skills that are crucial for my professional development.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities to other team members or assist in training my replacement.

Thank you once again for the support and guidance over the years. I hope to maintain our professional relationship in the future and look forward to keeping in touch.

Sincerely,

[Your Name]