

# 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 has not come easy, but after careful consideration, I have decided to pursue freelance opportunities in my field.

Working at [Company's Name] has been a valuable experience for me, and I am truly grateful for the support and opportunities I have received during my time here. I have learned so much from you and my colleagues, and I will carry these lessons with me as I embark on this new path as a freelancer.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my current projects before my departure. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to keep in touch, and I look forward to the possibility of collaborating in the future.

Sincerely,

[Your Name]