

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 careful consideration and is motivated by my desire to pursue professional development opportunities that align with my career aspirations.

Working at [Company's Name] has been a valuable experience, and I am truly grateful for the opportunities to grow and learn. The support from you and the entire team has significantly contributed to my professional journey, and I will cherish the memories and skills I have gained during my time here.

I hope to remain in touch, and I look forward to hearing about the continued success of [Company's Name]. Thank you once again for your guidance and support.

Sincerely,

[Your Name]