

Resignation Letter

Date: [Insert Date]

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

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

Dear [Manager's Name],

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

This decision was not an easy one and required a lot of consideration. However, after thoughtful reflection, I have decided to pursue an opportunity in a different industry that aligns more closely with my long-term career goals.

I am incredibly grateful for the opportunities I have had at [Company Name] and for the support and guidance from you and my colleagues. My experience here has been invaluable, and I will always cherish the time I spent with the team.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can help during this process.

Thank you once again for the opportunity. I hope to stay in touch, and I look forward to seeing how [Company Name] continues to grow in the future.

Sincerely,
[Your Name]