

Resignation Letter

[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]

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 date above]. This decision comes after careful consideration of my career goals and personal well-being, as I seek improved job satisfaction and fulfillment in my professional life.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I have learned and grown professionally under your guidance and will always cherish the experiences we shared.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties effectively before my leaving date.

Thank you once again for your support and understanding. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]