

Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not easy and required a great deal of consideration. However, after reflecting on my personal and emotional well-being, I believe it is time for me to pursue new opportunities that align better with my current goals and aspirations.

I am truly grateful for the support and experiences I have gained during my time at [Company's Name]. I appreciate the opportunities for professional growth and the friendships I have formed.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]