

# 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 easily, but I have decided to dedicate my time to pursuing innovation projects that align closely with my personal and professional aspirations.

I have truly appreciated the opportunities for growth and development during my time here and am grateful for the support from you and my colleagues. I look forward to staying in touch and hope to cross paths again in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]