

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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

Dear [Manager's Name],

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

This decision has not been an easy one. However, after careful consideration, I have decided to shift my career focus and pursue opportunities that align more closely with my personal and professional goals.

I am incredibly grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support, guidance, and valuable experiences I have gained while working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and help train my successor.

Thank you once again for the support and understanding. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]