

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]. After careful consideration, I have decided to pursue an opportunity in a different industry that aligns with my long-term career goals.

My time at [Company's Name] has been invaluable, and I am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance I have received during my tenure here.

I will ensure a smooth transition over the next [notice period] and I am willing to assist in training my replacement or handing off my responsibilities as needed.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to grow and evolve.

Sincerely,

[Your Name]