

# 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 was not easy and took a lot of consideration. However, I have decided to embark on a different career journey that aligns more closely with my personal and professional goals.

I am incredibly grateful for the opportunities I've had at [Company's Name] and appreciate the support and guidance you and the team have provided during my time here.

I am committed to making this transition as smooth as possible and will do everything I can to hand off my responsibilities appropriately.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]