

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 an easy one to make, as I have genuinely enjoyed my time working with the team and am thankful for the opportunities I've had to grow professionally and personally. However, after much consideration, I have decided to pursue a career in [Alternative Sector].

I am committed to making this transition as smooth as possible. I will do everything I can to hand over my responsibilities properly before my departure.

Thank you once again for the support and guidance you have provided me throughout my time at [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow and succeed.

Sincerely,

[Your Name]