

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 easy, but after much consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals.

I am incredibly grateful for the opportunities I have had at [Company's Name] and for the support I have received from you and my colleagues. I have learned a great deal during my time here and will always cherish the experiences and relationships I've built.

During the transition, I am more than willing to assist in the handover of my responsibilities to ensure a smooth process. Please let me know how I can help during this time.

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]