

# 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 comes after considerable thought regarding my professional aspirations and career goals.

While I have greatly appreciated the opportunities to grow and learn at [Company's Name], I believe it is time for me to explore new challenges that align more closely with my evolving interests and ambitions.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities.

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

Sincerely,  
[Your Name]