

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]. After much consideration, I have decided to pursue a different field that aligns more closely with my career aspirations.

I am grateful for the opportunities for personal and professional development that you have provided during my time at [Company's Name]. I appreciate the support and guidance I have received and will always cherish the experiences I gained while working here.

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

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]