

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]

Subject: Resignation Letter

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 made lightly, as I have enjoyed my time working at [Company's Name] and am grateful for the opportunities I have had here. However, I have decided to transition to a new vocational pathway that aligns more closely with my long-term career goals.

I am committed to ensuring a smooth transition during my remaining time here. I will do everything I can to hand over my responsibilities and assist in training my successor.

Thank you for the support and guidance you have provided during my tenure at [Company's Name]. I hope to keep in touch and wish you and the team all the best for the future.

Sincerely,

[Your Name]