

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 careful consideration, as I have chosen to focus on my ongoing education and training to further develop my skills and knowledge in [specific field or area].

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance I've received from you and the entire team.

I am committed to making this transition as smooth as possible. I will do everything I can to hand over my responsibilities and assist in training my replacement during my remaining time here.

Thank you once again for the invaluable experiences. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]