

# 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 an easy one and comes after a deep reflection on my personal journey and my desire to embrace new opportunities for growth and self-discovery. I have truly valued my time at [Company's Name], and I appreciate the support and relationships that I have built during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to complete outstanding projects and assist in the handover of my responsibilities.

Thank you once again for the opportunities for development that you have provided me. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]