

Letter of Resignation

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 listed above].

This decision comes after much contemplation, as I feel it is time for me to explore paths of self-discovery. I believe that taking this step will enable me to grow personally and professionally in ways that I have yet to imagine.

I appreciate the opportunities I've had at [Company's Name] and the support I've received from you and my colleagues. I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities before my departure.

Thank you once again for the experience and guidance during my time here. I hope to stay in touch and wish the company all the best in the future.

Sincerely,

[Your Name]