

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 was not easy, but after careful consideration, I have decided to focus on my personal achievements and pursue opportunities that align more closely with my long-term goals.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I look forward to staying in touch and hope our paths may cross again in the future.

Thank you for your understanding.

Sincerely,

[Your Name]