

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 an easy one to make. However, after careful consideration, I have decided to pursue personal development opportunities that I believe will enhance my skills and contribute to my long-term career goals.

I am grateful for the support and opportunities I have received while working at [Company's Name]. I have enjoyed my time here and appreciate the chance to work with a talented team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]