

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].

After careful consideration, I have decided to pursue new challenges and opportunities in my personal life. This was not an easy decision to make, but I believe it is the right time for me to explore new avenues.

I am truly grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned and grown so much, and I appreciate the chance to work with such a talented team.

I will ensure a smooth transition and will do my best to hand over my responsibilities effectively during my remaining time here.

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

Sincerely,

[Your Name]