

# 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 comes as I have chosen to pursue a personal journey of travel and document my experiences. I believe that this adventure will not only enrich my life but also provide me with new perspectives that I can apply in the future.

I am grateful for the opportunities I have received during my time at [Company's Name]. I appreciate the support and guidance from you and the team. I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for everything. I hope to keep in touch, and I look forward to seeing how [Company's Name] continues to grow.

Best regards,  
[Your Name]