

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not easy and took a lot of consideration, but I believe it is time for me to pursue opportunities that will allow me to advance my career in mentoring.

During my time at [Company's Name], I have valued the support and guidance I have received from you and the team. It has greatly influenced my professional development, and I am truly grateful for the experiences I've had here.

I am excited about the prospect of dedicating more time to mentoring, helping others reach their full potential. I am committed to ensuring a smooth transition during my remaining time and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch and look forward to sharing my progress in the mentoring field.

Warm regards,

[Your Name]