

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 comes after much consideration, as I have chosen to dedicate my time to mentoring roles that I am passionate about. I believe this is an important step for both my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support from you and my colleagues. I will ensure a smooth transition and hand over my responsibilities before my departure.

Thank you once again for everything. I hope to keep in touch, and I look forward to hearing about the future successes of [Company's Name].

Sincerely,

[Your Name]