

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 choose to embrace mentorship initiatives that will allow me to focus on fostering growth and supporting others in their professional journeys.

My time at [Company's Name] has been incredibly rewarding, and I am grateful for the opportunities I've had to learn and grow alongside a talented team. I value the support and guidance you've provided during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my successor during this time.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing the company and my colleagues continue to thrive.

Sincerely,

[Your Name]