

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter]. This decision has not come easily, but after careful consideration, I have decided to pursue mentoring activities that I am passionate about.

Working at [Company Name] has been an incredible experience, and I am truly grateful for the opportunities I've had to grow and learn alongside such talented colleagues.

Please let me know how I can assist during this transition period. I hope to maintain our professional relationship and look forward to staying in touch.

Thank you once again for your support and guidance. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]