

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]

## **Subject: Resignation Letter**

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 was not easy for me, as I have genuinely enjoyed working with the team and have learned so much during my time here.

However, I have decided to take a step back to explore mentoring opportunities and further my personal and professional development. I believe engaging in mentoring will provide me with new insights and experiences which I hope to bring back to the industry.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. I hope to keep in touch and possibly collaborate in the future.

Thank you once again for the opportunities I have had at [Company's Name]. I look forward to staying connected.

Sincerely,

[Your Name]