

# 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]. After careful consideration, I have decided to pursue mentoring opportunities that align with my personal and professional growth goals.

I want to express my heartfelt gratitude for the support and guidance I have received during my time at [Company's Name]. I have learned and grown tremendously, and I will carry these experiences forward.

Please let me know how I can assist during the transition process. I hope to maintain our professional relationship and keep in touch.

Thank you once again for everything.

Sincerely,

[Your Name]