

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 was not easy and took a lot of consideration, but I have decided to join a family-focused organization that aligns more closely with my personal values and long-term goals.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues throughout my tenure. I have learned a great deal and will always cherish my experience here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and understanding. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]