

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. This was not an easy decision to make, but I have decided to pursue innovative learning opportunities that align more closely with my career goals.

During my time at [Company's Name], I have gained invaluable experience and developed a great appreciation for the collaborative culture here. I am grateful for the support and encouragement I have received.

As I move on, I hope to explore new avenues that challenge my creativity and enhance my professional skills. I am committed to ensuring a smooth transition and will do everything in my power to wrap up my duties and assist in transferring my responsibilities.

Thank you once again for the opportunities and experiences. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]