

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 comes after careful consideration of my career path and personal growth opportunities.

Throughout my time at [Company's Name], I have gained invaluable skills and experiences that have significantly contributed to my personal and professional development. I am grateful for the support and guidance I have received from you and the team, which has played a crucial role in enhancing my skill set.

As I embark on this new chapter, I look forward to focusing on my personal growth and furthering my development in [mention any specific skills or areas]. I genuinely appreciate the opportunities I have had here and will always value the relationships I have built.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in handing off my responsibilities during my remaining time.

Thank you once again for your mentorship and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]