

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 of this letter].

This decision has come after deep reflection on my personal and professional growth. I believe that stepping away from my current role will allow me to pursue new opportunities that align with my evolving career aspirations.

I am incredibly grateful for the experiences and knowledge I have gained during my time at [Company's Name]. The support and mentorship provided by you and my colleagues have played a significant role in my development.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

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

Sincerely,

[Your Name]