

Resignation Letter

[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]

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 an easy one, but after careful consideration, I believe it is time for me to pursue opportunities that align more closely with my evolving skill sets. The rapid changes in our industry necessitate constant learning and adaptation, and I am eager to explore new challenges that will further develop my professional capabilities.

I am incredibly grateful for the opportunities for growth and development you've provided during my time here. Working with such a talented team has greatly enriched my experience, and I appreciate the support and guidance you have extended to me.

I am committed to ensuring a smooth transition and will do everything in my power to complete my current responsibilities and assist with the handover of my tasks.

Thank you once again for your understanding and support. I hope to stay in touch and wish you and the company all the best in the future.

Sincerely,
[Your Name]