

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 following my recent performance assessment.

While I appreciate the opportunities I've had during my tenure here, I have concluded that it is in my best interest to pursue other opportunities that align more closely with my career goals and personal aspirations.

I want to express my gratitude for the experiences I gained and for the support from my colleagues. I hope to maintain positive relationships as I move forward in my career.

Thank you for your understanding.

Sincerely,
[Your Name]