

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]

Subject: Resignation Letter

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].

After careful consideration, I have decided to pursue a managerial career path with another company. This decision was not easy, and it comes after much thought about my career goals and aspirations.

I want to express my sincere gratitude for the opportunities for personal and professional development that you have provided me during my time here. I have learned a great deal and appreciate your support and guidance.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities before my departure. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]