

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 immediately. After careful consideration, I have decided to pursue a new career opportunity that aligns more closely with my long-term goals.

I appreciate the opportunities I've had at [Company's Name] and the support from you and my colleagues. I am grateful for the experience and knowledge I have gained during my tenure.

Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]