

# 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 immediately. I have accepted a new opportunity that I believe aligns better with my career goals.

This decision was not made lightly, as I have enjoyed working with you and the team. I am grateful for the support and opportunities I have received during my time here.

Thank you for your understanding. I wish you and the company continued success in the future.

Sincerely,

[Your Name]