

# 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 immediately. After careful consideration, I have decided to pursue a new venture that aligns with my career goals and personal aspirations.

I am grateful for the opportunities and experiences I have gained during my time at [Company's Name]. I appreciate the support from you and the team and will always value the time spent here.

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

Sincerely,

[Your Name]