

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 [Last Working Day, typically two weeks from the date above].

After careful consideration, I have come to the conclusion that my career aspirations are not aligned with the opportunities that are currently available to me at [Company's Name]. I believe it is essential for my professional growth to pursue a path that better fulfills my long-term goals.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned a great deal and appreciate the collaboration and camaraderie of my colleagues.

Please let me know how I can assist during the transition process. I hope to leave my responsibilities in order and ensure a smooth handover.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]