

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 of this letter].

After careful consideration, I have decided to pursue opportunities that will better align with my career goals and offer greater potential for growth. This decision was not easy, and I sincerely appreciate the opportunities I have had to develop professionally during my time with the company.

I am grateful for the support and guidance I have received from you and my colleagues, which has contributed significantly to my personal and professional development. I will do my utmost to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,
[Your Name]