

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Over the past [duration you have been in the role], I have valued my time at [Company's Name] and the opportunities provided to me. However, I have come to realize that my professional development has stagnated, and I believe it is in my best interest to pursue new challenges that align with my career goals.

I appreciate the support and encouragement I have received during my tenure, and I am grateful for the experience I have gained. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities I've had at [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]