

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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision comes after careful consideration during my recent vacation leave.

I appreciate the opportunities for professional growth and development provided to me during my time here. I have enjoyed working with you and the team, but I believe it is time for me to pursue new challenges.

I will do my best to ensure a smooth transition during my remaining time and assist in handing over my responsibilities.

Thank you for your support and understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]