

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company 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 Name], effective [Last Working Day, typically two weeks from the date above].

After my recent leave of absence, I have taken some time to reassess my career goals and personal aspirations. I have decided that it is in my best interest to pursue other opportunities that align more closely with my long-term objectives.

I am grateful for the opportunities I've had during my time at [Company Name] and appreciate the support of the team and management. I am committed to making my transition as smooth as possible and will gladly assist in training my replacement or facilitating the handover of my responsibilities.

Thank you once again for the support and guidance you have provided me during my tenure. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]