

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

After careful consideration, I have decided to move from full-time employment to freelance consulting. This decision has not been an easy one, as my time at [Company's Name] has been incredibly rewarding, and I have greatly appreciated the opportunities for personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch and wish the company all the best in the future.

Sincerely,

[Your Name]