

# 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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step away from my office role to focus on freelance coaching, a passion I wish to pursue full-time. This was not an easy decision, as I have genuinely enjoyed my time working with you and the team, and I am grateful for the opportunities I have had to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]