

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

This decision comes after careful consideration, as I have decided to transition into freelance web development. I am excited to explore new opportunities and challenges in this field.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with the team and appreciate the mentorship I've experienced.

I am committed to ensuring a smooth transition and will do everything I can to pass on my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]