

# 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 announce my resignation 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 pursue a different direction in my career that aligns more closely with my long-term goals. This decision was not easy, and I am truly grateful for the opportunities I have had while working here.

I want to express my sincere appreciation for the support and guidance you have provided during my time with [Company's Name]. I have learned a great deal and have enjoyed working with such a talented team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively within my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]