

# 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 am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today]. After careful consideration, I have decided to pursue a different profession that aligns more closely with my career goals and aspirations.

This was not an easy decision, and I want to express my gratitude for the opportunities and support I have received during my time here. I have greatly valued my experiences and the relationships I have built with the team.

I am committed to ensuring a smooth transition and will do everything possible to complete my remaining tasks and assist in training my replacement. Please let me know how I can help during this period.

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

Sincerely,  
[Your Name]