

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]

Subject: Resignation Letter

Dear [Manager's Name],

It is with a mixture of emotions that I submit 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 realign my career goals and pursue opportunities that better fit my long-term aspirations. This decision was not made lightly, as I have greatly enjoyed my time at [Company's Name] and am grateful for the support and opportunities provided to me.

I appreciate the guidance I have received during my tenure and I am committed to ensuring a smooth transition. I will do my utmost to wrap up my duties and train my replacement if necessary.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]