

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 shift my professional focus towards [briefly explain your new direction, e.g., pursuing a career in a different field, further education, etc.]. This decision has not been easy and required a lot of reflection, but I believe it is the right step for my career and personal growth.

I want to express my sincere gratitude for the opportunities I have had at [Company's Name]. I have learned so much and enjoyed working with a talented team. I am committed to making this

transition as smooth as possible and will do everything I can in the coming weeks to ensure a successful handover.

Thank you again for your understanding and support. I hope to stay in touch, and I look forward to seeing where our respective journeys take us.

Sincerely,

[Your Name]