

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as an engineer at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one and took a lot of consideration. Due to personal reasons, I have decided to pursue a different path at this time.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I have valued my experience and appreciate the support and guidance I have received.

Please let me know how I can help during the transition. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]