

# Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes as I have decided to pursue a career change that aligns more closely with my long-term goals and aspirations. This was not an easy choice, as I have greatly enjoyed working with you and the team, and I am truly grateful for the opportunities for growth and development you have provided me.

I will ensure a smooth transition during my remaining time and will do my best to complete any outstanding tasks. Please let me know how I can assist in this process.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]