

# 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]. This decision comes after careful consideration of my career path and the recent corporate collaborations that have inspired me to seek new opportunities.

Working at [Company's Name] has been a pivotal part of my professional journey, and I have greatly appreciated the experiences and support I've received from you and the team. The collaborations we've undertaken have not only enhanced my skills but also ignited my passion for [specific aspect related to collaboration].

I am committed to ensuring a smooth transition and will assist in training my replacement or wrapping up any outstanding tasks during my remaining time here.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]