

# 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]

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 has not been easy and took a lot of consideration. However, I have decided to pursue a career change in technology that aligns more closely with my long-term goals and aspirations.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly enjoyed working with you and the team, and I appreciate the valuable experiences and support I have received.

I am committed to ensuring a smooth transition and will do everything in my power to hand off my responsibilities effectively during my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]