

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 pursue a path that I believe will allow me to achieve better personal and professional harmony. This choice has not been easy, as my time at [Company's Name] has been both fulfilling and enriching.

I am immensely grateful for the opportunities I have had to grow and develop under your guidance. The support from you and my colleagues has been invaluable, and I will always cherish the experiences I've gained here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]