

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].

After careful consideration, I have come to the conclusion that my experience at [Company's Name] has not been fulfilling to me in the way I hoped. While I appreciate the opportunities provided to me, I believe it is essential for my career and personal growth to pursue a different path that aligns more with my goals and aspirations.

I am grateful for the support and camaraderie of my colleagues, and I wish the team continued success. I will do everything I can to ensure a smooth transition over the next [notice period duration].

Thank you for the experience.

Sincerely,

[Your Name]