

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 two weeks from today, [Last Working Day]. This decision comes after much contemplation as I have chosen to pursue a journey of travel inspiration.

I am grateful for the support and opportunities provided to me during my time at [Company's Name]. I have enjoyed working with my colleagues and have learned so much that I will carry forward in my future endeavors.

If I can assist with the transition or the training of my replacement during my remaining time here, please let me know. I hope to stay in touch and look forward to crossing paths in the future.

Thank you once again.

Sincerely,

[Your Name]