

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]. Due to personal travel experiences that I have always wanted to pursue, I have decided to take this important step in my life.

I am grateful for the opportunities I have had while working with you and the team, and I appreciate the support provided during my tenure. I have learned so much, and I will carry those experiences with me as I embark on this new journey.

In the coming weeks, I am committed to making the transition as smooth as possible. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to keep in touch.

Sincerely,

[Your Name]