

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 of this letter].

After much consideration, I have decided to pursue global adventures that will allow me to explore new cultures and experiences. This was not an easy decision, as I have greatly enjoyed my time at [Company's Name] and am thankful for the opportunities and support I have received during my tenure.

I will do everything possible to ensure a smooth transition and will gladly assist in training my replacement. Please let me know how I can help during this period.

Thank you once again for the guidance and encouragement you have provided. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]