

Resignation Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as a consultant at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not an easy one and involved a lot of consideration. However, after careful thought, I have decided to pursue a career in a different industry that aligns more closely with my long-term goals.

I am grateful for the opportunities I have had at [Company Name] and for your support during my time here. I have learned a great deal working alongside such talented individuals and will always appreciate the experience.

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

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]