

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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].

After careful consideration, I have decided to pursue new opportunities as a result of the recent evolution in leadership within the organization. I believe this change will benefit my professional growth and align more closely with my career goals.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned a great deal and appreciate the experiences I have gained while working with the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]