

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].

This decision comes after careful consideration, particularly influenced by the recent transitions in management. As our company embarks on this new journey, I believe it is the right time for me to pursue new opportunities that align more closely with my career aspirations.

I would like to express my gratitude for the experiences and opportunities I have had while working under your leadership. I have learned a great deal and will carry those lessons with me in my career.

During my remaining time, I am committed to ensuring a smooth transition. I will do everything possible to hand off my responsibilities effectively.

Thank you once again for the support and guidance you have provided me. I hope to keep in touch in the future.

Sincerely,

[Your Name]