

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 has not come easily, but with the recent executive transitions within the company, I have taken the time to reflect on my career goals and have decided to pursue other opportunities that align more closely with my aspirations.

I want to express my gratitude for the opportunities I have had while working here. I have learned a great deal and will always value the relationships I have built during my time at [Company's Name].

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

Thank you once again for the support and guidance you have provided me. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]