

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 above].

It has been a great experience working with such a talented team, and I am grateful for the opportunities I have had to grow both personally and professionally. The decision to leave was not easy, but I have decided to pursue [briefly outline future plans, e.g., further education, a new job opportunity, starting a business, etc.].

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities efficiently. Please let me know how I can assist during this period.

Thank you once again for the support and guidance during my time at [Company's Name]. I hope to stay connected in the future.

Sincerely,

[Your Name]