

Letter of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy as I have greatly valued my time at [Company's Name] and the opportunities to grow and contribute during this transition period. However, after careful consideration, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you for the support and guidance you have provided me during my time here. I look forward to staying in touch and I hope our paths cross again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]