

# 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].

This decision comes as a result of recent organizational changes that have prompted me to reevaluate my career goals and aspirations. While I appreciate the opportunities I have had during my time at the company, I believe it is in my best interest to pursue a different direction.

I am grateful for the support and guidance I received while working here and will do my best to ensure a smooth transition during my remaining time.

Thank you for the opportunities and encouragement you have given me. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]