

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]. This decision comes after much thought and consideration regarding my career growth amid the current economic uncertainty.

During my time at [Company's Name], I have learned invaluable skills and have had the opportunity to be part of an exceptional team. However, I believe it is time for me to pursue new challenges that will further enhance my professional development and align with my long-term career goals.

Leaving this organization is not easy, especially considering the supportive environment and the relationships I have built here. I am grateful for the guidance and opportunities I have received during my tenure.

I will ensure a smooth transition by completing my current projects and assisting in training my successor, if needed. Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]