

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 was not easy and involved a lot of contemplation.

Throughout my time here, I have experienced tremendous personal and professional growth. I am incredibly grateful for the opportunities I have been given and the invaluable lessons I have learned under your leadership. I deeply appreciate the support and encouragement you and my colleagues have provided.

While I am excited about the new direction I wish to pursue, it is with a heavy heart that I say goodbye to a workplace that has shaped my career so significantly.

I remain committed to ensuring a smooth transition. Please let me know how I can assist during my remaining time here.

Thank you once again for everything. I hope to keep in touch moving forward.

Sincerely,

[Your Name]