

# 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].

Over the past [duration of employment], I have had the opportunity to grow and develop my skills. However, I have become increasingly disappointed with my prospects for advancement within the company. After careful consideration, I believe it is in my best interest to pursue opportunities elsewhere that align more closely with my career goals.

I appreciate the support and opportunities I have received during my time here. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,

[Your Name]