

# 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]

## **Subject: Resignation Letter**

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].

Although I have appreciated the opportunities I've had during my time at [Company's Name], I have come to realize that there are limited prospects for advancement within the organization. After careful consideration, I believe it is in my best interest to pursue new opportunities that align with my career goals.

I am grateful for the support and experiences I have garnered while working here, and wish the company continued success in the future. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]