

# 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].

After careful consideration, I have decided to pursue other opportunities that offer greater potential for professional growth and advancement. While I have valued my time working at [Company's Name], I believe it is in my best interest to seek a position that aligns more closely with my career goals.

Thank you for the support and opportunities I've received during my time here. I appreciate the guidance and mentorship I've had from you and my colleagues.

Wishing you and the team continued success.

Sincerely,

[Your Name]