

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy for me, but after careful consideration, I believe that the opportunities for professional growth and development within the company no longer align with my career goals. I have enjoyed my time here and appreciate the experiences and knowledge I have gained.

Thank you for the support and guidance you have provided during my tenure. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]