

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].

While I have appreciated the opportunities for growth and learning during my time here, I have come to the conclusion that my professional development has stagnated. This realization has led me to seek new challenges and opportunities where I can continue to grow and contribute meaningfully.

I am grateful for the support I've received from you and the team, and I hope to maintain a positive relationship moving forward. Please let me know how I can help during the transition of my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to keeping in touch.

Sincerely,

[Your Name]