

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 appreciated the opportunities for professional development and collaboration. However, I have come to realize that my career aspirations and goals do not align with the direction I see at [Company's Name]. It is with a heavy heart that I make this decision, as I truly value the experiences and relationships I have built here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time. Please let me know how I can assist during this period.

Thank you once again for the support and guidance provided during my tenure. I hope to maintain our professional relationship moving forward.

Sincerely,

[Your Name]