

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your 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].

This decision has not come easily, as I have greatly valued my time working at [Company's Name]. However, after careful consideration, I have decided to pursue a career opportunity in a different sector that aligns more closely with my professional goals and aspirations.

I am committed to ensuring a smooth transition and will do everything possible to assist during my remaining time here. Thank you for the support and opportunities for personal and professional development that you have provided me during my time at the company.

I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]