

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].

This decision was not made lightly, and after much consideration, I have decided to explore opportunities in a new industry that aligns with my aspirations and career goals.

I am incredibly grateful for the support and opportunities I have received during my time at [Company's Name]. Thank you for your understanding, and I hope to stay in touch.

Sincerely,

[Your Name]