

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. After careful consideration, I have decided to pursue a new career in [New Field/Industry].

I appreciate the opportunities I have had during my time at [Company's Name]. I have learned and grown immensely, and I am grateful for the support and guidance from you and my colleagues.

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]