

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 was not made lightly, and it comes as I pursue a new direction in my professional journey.

I am grateful for the opportunities I've had during my time at [Company's Name]. I have learned so much and valued the support from you and my colleagues. I appreciate the chance to contribute to our projects and to grow within the team.

During my remaining time, I will do everything I can to ensure a smooth transition and to wrap up my responsibilities.

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

Sincerely,

[Your Name]