

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 today's date].

This decision was not taken lightly, as I have greatly enjoyed working with the team and appreciate the opportunities I have been given here. However, after careful consideration, I have decided to pursue a different professional direction that aligns more closely with my career goals.

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

Thank you for the support and guidance you have provided during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]