

# Resignation Letter

Your Name

Your Address

Your 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 two weeks from today, [Last Working Day Date]. This decision was not an easy one, but after careful consideration, I have decided to pursue a new industry challenge that aligns with my long-term career goals.

I would like to express my sincere gratitude for the opportunities I've had during my time at [Company's Name]. I have greatly appreciated the chance to work alongside such a talented team and to contribute to various projects.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for your support and guidance. I hope to keep in touch in the future.

Sincerely,

[Your Name]