

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[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 easy, but after careful consideration, I have decided to transition my career into [brief explanation of new career or field].

I am truly grateful for the opportunities and support I have received during my time at [Company's Name]. I have learned a tremendous amount and have cherished the relationships I've built with you and my colleagues.

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

Thank you once again for the opportunities for personal and professional growth that you have provided me. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]