

# 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 hope this message finds you well. 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 a lengthy sabbatical, I have taken the time to reflect on my career path and personal goals. This decision has not come easy, but I believe it is time for me to pursue new opportunities and challenges.

I am grateful for the support and opportunities I received during my time at [Company's Name]. Working alongside such a talented team has been a rewarding experience.

I will ensure a smooth transition of my duties and assist in any way possible during my remaining time at the company. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

Your Name