

# Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the team. I have learned a lot during my time here and appreciate the opportunities for personal and professional growth. However, after careful consideration, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will complete all outstanding tasks before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the support and guidance you have provided me. I hope to stay in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]