

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 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 has not been easy and took a lot of contemplation.

I have decided to pursue a career change that I believe will help me grow both personally and professionally. I am truly grateful for the opportunities I have had at [Company's Name] and for your guidance and support during my tenure here.

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 time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]