

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision has not come easily, but due to personal reasons, I have decided to pursue a different path. I am grateful for the opportunities I have had at [Company Name], and I appreciate the support and encouragement during my time here.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,

[Your Name]