

# 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 announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I have chosen to pursue a different career path that aligns more closely with my long-term goals.

I want to take this opportunity to express my gratitude for the support, encouragement, and experiences I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate all that I have learned.

During my remaining time at the company, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I look forward to hearing about the continued success of [Company Name].

Sincerely,

Your Name