

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 consideration, but I have decided to pursue a new professional path that aligns more closely with my career goals.

I am truly grateful for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and mentorship you have provided me throughout my tenure.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]