

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not an easy one; however, I have come to realize that my professional growth has stagnated, and I feel the need to pursue opportunities that align more closely with my career aspirations.

I appreciate the opportunities for personal and professional development that you have provided me during my time at the company. I am grateful for the support and guidance from you and my colleagues.

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

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

Sincerely,

[Your Name]