

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. After careful consideration of the recent promotion decision, I have determined that my professional goals and aspirations are leading me in a different direction.

While I am grateful for the opportunity to have worked with such a talented team and for the support I've received, I believe it is in my best interest to pursue new challenges that align more closely with my career aspirations.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I am truly grateful for the support and guidance I have received.

I wish you and the entire team at [Company's Name] continued success, and I hope to stay in touch in the future.

Sincerely,

[Your Name]