

# 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]. After careful consideration, I have decided to decline the promotion offered to me and pursue other personal and professional endeavors.

While I appreciate the opportunity for advancement and the support I've received during my time at [Company's Name], I believe that stepping away at this time is the best decision for my future goals.

Thank you for the growth and experiences I've had during my tenure. I wish you and the entire team continued success.

Sincerely,

[Your Name]