

# 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 was not made lightly, as I have enjoyed working with you and the entire team. However, after much consideration, I have decided to pursue a new venture that I believe will better align with my personal and professional goals.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities. Please let me know how I can assist during this transition period.

Thank you once again for the opportunities for growth and development that you have provided me during my time at [Company's Name]. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]