

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 comes after careful consideration following the recent employee experience survey and feedback session.

While I appreciate the opportunities I have received at [Company's Name], I believe it is time for me to pursue new challenges and opportunities that align more closely with my career goals.

I am committed to making this transition as smooth as possible and will do everything in my power to wrap up my duties and assist in the handover process.

Thank you for the support and guidance you have provided during my time here. I hope to keep in touch in the future.

Sincerely,

[Your Name]