

# 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 my fulfillment assessment, during which I have reflected deeply on my career goals and personal aspirations.

I am grateful for the opportunities for personal and professional growth that I have experienced during my time here. I appreciate the support and guidance provided by you and the team.

Please let me know how I can assist during the transition and ensure a seamless handover of my responsibilities.

Thank you once again for the opportunity to be part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]