

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]

Subject: Resignation Letter

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 follows the recent job engagement evaluation, and after careful consideration, I have chosen to pursue an opportunity that aligns more closely with my career goals.

I want to express my gratitude for the opportunities and support provided during my time at [Company's Name]. I appreciate the growth and experience I have gained while being part of the team.

During the transition period, I will ensure that all my responsibilities are handed over smoothly. Please let me know how I can assist in this process.

Thank you once again for the chance to work alongside such talented individuals. I hope to stay in touch in the future.

Sincerely,

[Your Name]