

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].

After careful consideration and a thorough analysis of my workplace happiness, I have decided that it is in my best interest to pursue new opportunities that align more closely with my professional goals and personal well-being.

I appreciate the experiences and support I've received during my time at [Company's Name]. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]