

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 a thorough assessment of my job satisfaction and overall contentment within the role, I have decided to pursue other opportunities that align more closely with my career goals.

Working at [Company's Name] has been a valuable experience, and I am grateful for the support and opportunities provided to me. I appreciate the guidance from you and my colleagues during my tenure here, which has greatly contributed to my professional development.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities and experiences I have gained. I hope to maintain our professional relationship moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]