

# 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]

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 much consideration, I have decided to pursue an opportunity that aligns more closely with my professional goals and aspirations. I want to express my gratitude for the support and experiences I have gained during my time here. The feedback I received regarding my contributions has been immensely gratifying and has played a significant role in my personal and professional growth.

Thank you for the leadership and guidance you've provided. I look forward to staying in touch and I hope our paths cross again in the future.

Sincerely,  
[Your Name]