

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my career path, and I have decided to pursue specialized training that aligns more closely with my professional goals.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. Working with such an exceptional team has been a rewarding experience, and I am thankful for your guidance and support.

I will ensure that all my responsibilities are up to date before my departure and will assist in the transition process to ensure a smooth handover.

Thank you once again for the opportunities I have had at [Company Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,
[Your Name]