

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 immediately. This decision was not made lightly; however, I have made the choice to pursue a different career path that aligns more closely with my long-term goals.

I have greatly appreciated the opportunities and support provided during my time at [Company's Name]. I am grateful for the experiences and the chance to work with such a talented team.

I wish you and the company continued success in the future. Please let me know how I can assist during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]