

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].

This decision has not been easy, but after careful consideration, I believe that pursuing my career development is necessary for my professional growth. I am grateful for the opportunities I have enjoyed while working at [Company's Name], particularly [mention any specific experiences or growth].

I will ensure a smooth transition and am happy to assist in training my replacement during my notice period. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]