

# 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]. This decision has not come lightly, as I have greatly valued the opportunities for growth and development during my time here.

After careful consideration, I have decided to pursue a new opportunity that will better align with my long-term career goals. I believe this change will allow me to further enhance my skills and contribute to my professional growth.

I am incredibly grateful for the support and guidance you have provided me during my tenure. I appreciate the opportunities to collaborate with such a talented team and I will carry these experiences with me as I move forward.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,  
[Your Name]