

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 two weeks from today, [Last Working Day].

After much consideration, I have decided to pursue a new career direction that aligns more closely with my long-term goals and aspirations. This was not an easy decision to make, as my time at [Company's Name] has been incredibly rewarding.

I am genuinely thankful for the opportunities I've had to grow both personally and professionally during my tenure here. I appreciate your guidance and support, and I will always cherish the relationships I've built with my colleagues.

I am committed to ensuring a smooth transition and will do everything in my power to wrap up my duties and assist in training my replacement during my remaining time.

Thank you once again for the opportunities and support. I hope to stay in touch as I embark on this new chapter.

Sincerely,

Your Name