

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 was not made lightly, as I have greatly valued my time at [Company's Name] and appreciate the opportunities for professional development that have been provided to me. However, I have decided to pursue a new challenge that aligns more closely with my career goals and personal aspirations.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process over the next few weeks.

Thank you once again for the guidance and support during my time at [Company's Name]. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]