

# 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, typically two weeks from the date above].

This decision comes as part of a strategic career shift that aligns with my long-term professional goals. After careful consideration, I have opted to pursue an opportunity that I believe will enable me to grow and further develop my skills in a different direction.

I want to express my gratitude for the opportunities I have had while working at [Company Name]. The support and guidance I have received from you and my colleagues have been invaluable to my growth, and I will always cherish my experiences here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities during my remaining time. Please let me know how I can assist in this process.

Thank you once again for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]