

# 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 [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to transition to a different industry. This was not an easy decision, as my time at [Company's Name] has been both rewarding and enriching. I am truly grateful for the support and opportunities provided to me during my tenure.

I am committed to ensuring a smooth transition and will do my best to complete any pending tasks and assist in training my replacement as needed.

Thank you once again for the experience and guidance I have received during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]