

Resignation Letter

Date: [Your 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].

This decision has not come easy. I have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name]. However, after careful consideration, I have decided to pursue another opportunity that better aligns with my financial expectations.

I am grateful for the chance to be part of the team and truly value the experiences I have gained here. I am committed to ensuring a smooth transition and will do everything in my power to complete my duties before my departure.

Thank you once again for your support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]