

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].

This decision has not been an easy one; however, I have decided to dedicate myself to my holistic development and pursue opportunities that align with my personal and professional goals.

I am grateful for the experience and opportunities I have gained while working under your guidance. I appreciate the support and teamwork that I have experienced during my time at [Company's Name].

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship in the future.

Thank you once again for the opportunity. I wish the company continued success.

Sincerely,
[Your Name]