

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 comes after careful consideration as I have decided to explore new horizons in personal development. My time at [Company's Name] has been incredibly rewarding, and I am grateful for the opportunities to grow professionally and personally.

I appreciate the support and mentorship I received during my tenure and hope to maintain our professional relationship moving forward. Please let me know how I can help during this transition.

Thank you once again for everything.

Sincerely,

[Your Name]