

Resignation Letter

Date: [Insert Date]

To [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

After careful consideration, I have decided to focus on my self-improvement initiatives and personal growth. This decision was not easy, but I believe it is necessary for my future development.

I am grateful for the opportunities I've had during my time at [Company Name] and appreciate the support from you and my colleagues. I will ensure a smooth transition by completing my current projects and assisting in the handover process.

Thank you for your guidance and understanding. I hope to stay in touch, and I wish [Company Name] continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]