

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, typically two weeks from the date above].

After much consideration, I have decided to invest my time in personal enrichment activities that I believe will contribute to my overall growth and development. This decision was not made lightly, as I have truly valued the opportunities and experiences I have had during my time here.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my responsibilities and assist in training my replacement during my remaining time.

Thank you for the support and guidance you have provided me throughout my tenure at [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]