

[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]

Subject: Resignation Letter

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 come easily, but after deep reflection, I believe it is essential for me to prioritize my personal growth and well-being.

During my time at [Company's Name], I have gained invaluable experience and formed wonderful relationships with my colleagues. I am grateful for the support and opportunities I have been given, and I appreciate the guidance you have provided me throughout my tenure.

In the coming weeks, I am committed to ensuring a smooth transition. I will do everything in my power to help with the handover of my responsibilities and to assist in finding a suitable replacement if needed.

Thank you once again for the opportunities and experiences I have gained while working with [Company's Name]. I look forward to staying in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]