

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 was not easy and took a lot of consideration. I have decided to pursue personal development opportunities that I believe will benefit my career and personal growth.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name] and for the support that you and my colleagues have provided me. I have learned so much and will always cherish my experiences here.

I am committed to making this transition as smooth as possible and will do everything I can to wrap up my duties and train my replacement if needed.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]