

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the current date].

This decision has not come lightly, but I believe it is time for me to pursue new opportunities that align with my career goals and personal growth. I want to take this opportunity to express my gratitude for the support and guidance I've received during my time here. The professional development opportunities provided by [Company Name] have been invaluable, and I truly appreciate the experiences and knowledge I have gained.

Working with such a talented team has inspired me to strive for excellence in my career, and I will carry these lessons with me as I embark on this new chapter. I am grateful for the mentorship and friendships I've built and hope to maintain these connections in the future.

Thank you once again for everything. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]

[Your Contact Information]