

# Resignation Letter

[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]

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 careful consideration, I have decided to pursue an opportunity that aligns more closely with my long-term career goals and personal advancement. This was not an easy decision, as I have enjoyed working here and appreciate the opportunities I have had to grow professionally.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time to support the team and wrap up my responsibilities. Thank you for your understanding and support of my decision.

I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]