

Resignation Letter

Date: [Insert 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]. This decision was not made lightly, as I have greatly appreciated my time here and the opportunities I have been given.

In my time at [Company's Name], I have learned valuable skills and gained experiences that will be instrumental in my future career. I aspire to [briefly outline future career aspirations, e.g., "pursue a role in project management within the tech industry"] and believe that this decision aligns with my professional goals.

I am committed to making this transition as smooth as possible. I am happy to help train my replacement and ensure all my responsibilities are handed over correctly.

Thank you once again for the support and mentorship you have provided during my tenure at [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow.

Sincerely,

[Your Name]