

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].

Making this decision has not been easy, but I believe it is necessary for my personal growth and well-being. Over time, I have come to realize the importance of prioritizing life outside of work and pursuing interests that nourish my spirit and relationships.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. The experiences and connections I've made here have shaped my professional journey profoundly, and I will always cherish them.

As I transition toward this new chapter, I look forward to exploring new adventures and dedicating time to my passions and family. I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist during this period.

Thank you once again for your leadership and support. I hope to remain in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]