

# 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. However, I feel that there are limited growth opportunities within the company that align with my career aspirations. I believe that pursuing new opportunities is essential for my professional development.

I want to express my gratitude for the experiences I have gained during my time here and for the support from my colleagues and management. I will always value the skills I have developed and the relationships I have built.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in my remaining time here.

Thank you once again for the opportunities to grow and learn. I hope to keep in touch in the future.

Sincerely,

[Your Name]