

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

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 date above].

After careful consideration, I have decided to pursue other opportunities that align more closely with my career goals and provide new challenges. I have found that the repetitive nature of my tasks has limited my professional growth and creativity.

I am grateful for the opportunities you and the team have provided me during my time at [Company Name]. I appreciate the support and encouragement I have received and will take valuable lessons with me in my future endeavors.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this time.

Thank you once again for the opportunity. I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]