

# 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].

After careful consideration, I have decided to pursue other opportunities that will allow for greater career development and advancement. While I appreciate the experiences I have gained during my time here, I feel that my professional growth has become stagnant.

I am grateful for the support and guidance I have received from you and the team. I will do my best to ensure a smooth transition in the coming weeks.

Thank you for the opportunities I have had at [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]