

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 two weeks from today, [Last Working Day].

After considerable thought, I have come to this decision due to the absence of viable learning opportunities that align with my career goals and aspirations. This absence has led me to seek a position that offers growth and development in my field.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I appreciate the support from my colleagues and the experiences I have gained.

I wish [Company's Name] continued success in the future. Please let me know how I can help during the transition period.

Sincerely,

[Your Name]