

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 step down due to insufficient professional growth opportunities within the company. While I value the experiences and relationships I have built here, I believe it is time for me to pursue new challenges that align more closely with my career aspirations.

I sincerely appreciate the support and guidance I have received during my time at [Company's Name]. I wish the team continued success and hope to stay in touch.

Thank you again for the opportunity to be a part of [Company's Name].

Warm regards,

[Your Name]