

# 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 has not come easily, but I feel that my current responsibilities do not stimulate my professional growth or challenge my abilities as I had hoped. I believe it is essential for my career development to seek new opportunities that align more closely with my aspirations and skills.

Thank you for the support and opportunities I have received during my time at [Company's Name]. I appreciate the experiences and the knowledge I've gained while working with the team.

I am committed to making this transition as smooth as possible and will do everything I can to wrap up my duties and hand over my responsibilities properly.

Thank you for your understanding.

Sincerely,

[Your Name]