

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].

This decision was not made lightly, but after careful consideration, I have decided to pursue new challenges that align with my career goals. I am truly grateful for the opportunities I have had while working with you and the entire team.

I appreciate the support and mentorship you have provided me during my time here. I have learned a great deal, and I will carry these experiences with me as I move forward.

During the remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]