

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision for me to make, as I have thoroughly enjoyed my time with the company and appreciate the opportunities I've had to grow both personally and professionally. However, I have decided to pursue new aspirations that align more closely with my career goals and interests, particularly in [specific field or area of interest].

During the next few weeks, I am committed to ensuring a smooth transition. I will do everything possible to hand over my responsibilities and provide any necessary training to my successor.

Thank you for your leadership and support throughout my time at [Company Name]. I genuinely look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]