

Resignation Letter

Date: [Insert Date]

Recipient: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

After careful consideration following our recent executive planning meeting, I have decided to resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but I believe it is in the best interest of my professional growth and personal goals. I am grateful for the opportunities I have had during my time with the company and for the support from the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this time.

Thank you once again for the opportunities and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]