

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 the recent executive team evaluation, I have had time for personal reflection and have decided that it is in my best interest to pursue other opportunities that align more closely with my career goals.

I want to express my gratitude for the support and opportunities for professional development during my time at [Company's Name]. I appreciate the valuable experiences I've gained while being part of such a dedicated team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I look forward to staying in touch, and I hope that our paths may cross again in the future.

Sincerely,

[Your Name]