

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 decision comes after much deliberation, particularly following the recent leadership conference where I reflected on my career goals and aspirations.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support and guidance provided by you and the team. I have learned a great deal and will carry these experiences with me as I move on to the next chapter in my career.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order for my successor.

Thank you for your understanding, and I hope to keep in touch in the future.

Warm regards,

[Your Name]