

Resignation Letter

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]

Dear [Manager's Name],

Following the recent executive meeting regarding the company's direction and future goals, I have reflected on my position within the organization. It is with mixed emotions that I submit my resignation, effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for personal and professional development that have been afforded to me during my time at [Company's Name]. I am grateful for the support and guidance provided by both you and my colleagues.

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

Thank you once again for the opportunity to be part of [Company's Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]