

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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]. This decision comes after careful consideration during the recent executive roundtable. I have decided to pursue an opportunity that aligns better with my career goals.

I want to express my gratitude for the opportunities I have had at [Company's Name] and the support I have received from you and my colleagues. I appreciate the experiences I've gained and the relationships I have built.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]