

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],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. Following our recent strategy session, I have reflected on my career goals and believe it is time for me to pursue new opportunities that align more closely with my professional aspirations.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly appreciated the chance to work with such a talented team and contribute to the company's success.

Please let me know how I can help during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for your support and understanding.

Sincerely,

[Your Name]