

# 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 of the current challenges within the industry and their impact on my career aspirations and personal goals. I believe it is in my best interest to pursue new opportunities that align more closely with my professional objectives.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a privilege to work alongside such a talented team and contribute to our shared goals.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]