

[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]

Subject: Resignation Letter

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 was not easy and comes after careful consideration of the recent changes in upper management and the direction the company is heading. While I truly value the time I've spent at [Company's Name] and the relationships I've built, I believe that this transition presents a unique opportunity for me to pursue new challenges in my career.

I want to express my gratitude for the support and opportunities I've received during my tenure. I appreciate the guidance from the team and the experiences that have contributed to my professional growth.

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

Thank you once again for the opportunities I've had at [Company's Name]. I hope to stay in touch, and I wish everyone at the company continued success.

Sincerely,

[Your Name]