

Resignation Letter

Date: [Insert Date]

To [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Following the recent shifts in executive leadership, I have taken the reflective decision to pursue new opportunities that align with my career goals and aspirations. It has been a privilege to be a part of [Company Name], and I am grateful for the experiences and growth I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively before my departure.

Thank you for the support, guidance, and opportunities you have provided me. I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]