

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today]. This decision comes after careful consideration of the recent shifts in company leadership and the strategic direction that the organization is pursuing.

While I have genuinely enjoyed my time at [Company Name] and am grateful for the opportunities I've had to grow professionally, I believe that this change presents an important moment for me to pursue new challenges that align more closely with my career goals.

I am committed to ensuring a smooth transition over the coming weeks and will do everything possible to hand over my responsibilities effectively.

Thank you for the support and guidance you have provided during my time at [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]