

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

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

Given the recent changes within our team and organization, I have taken the time to reflect on my career path and have decided that stepping back is the best decision for my professional growth and well-being.

I want to express my gratitude for the opportunities I've had while working here, especially for the support and collaboration from my colleagues. I have learned a great deal and will carry those experiences with me in my future endeavors.

I am committed to ensuring a smooth transition. Please let me know how I can help during this time.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]