

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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].

After the departure of [Colleague's Name], I have observed significant changes in the team dynamics and work environment that no longer align with my career goals and professional aspirations. I believe this is the best decision for my career path at this time.

I am truly grateful for the opportunities I have had during my time at [Company's Name] and for the support and guidance provided by you and my colleagues. I will do my utmost to ensure a smooth transition over the coming weeks.

Thank you once again for the wonderful experience. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]