

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].

This decision comes in light of recent changes within the team that have led me to reevaluate my goals and career path. While I have appreciated the opportunities and growth during my time here, I believe it is in my best interest to pursue a new direction.

Thank you for your support and guidance during my tenure. I wish the team continued success in the future.

Sincerely,

[Your Name]