

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 has come after careful consideration and reflection, especially influenced by the recent departure of my colleague, [Colleague's Name]. Their decision to pursue new opportunities has inspired me to evaluate my own career path.

I appreciate the support and opportunities I have received during my time at [Company's Name]. Working alongside talented individuals has profoundly impacted my professional growth, and I am grateful for the experiences and friendships I have formed here.

I will do my utmost to ensure a smooth transition and will assist in handing over my responsibilities in the coming weeks.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success in the future.

Sincerely,

[Your Name]