

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 careful consideration, I have come to the conclusion that my personal and professional goals have realigned, leading me to pursue a different path. This decision was not easy, as I have greatly enjoyed working with you and the team, and I am grateful for the opportunities I've had during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist in the transition process.

Thank you for your support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]