

# 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 Name], effective [Last Working Day].

This decision comes after careful consideration of my personal and professional growth. While I have enjoyed my time here and appreciate the opportunities for development, I believe it is time for me to pursue new challenges that align with my career goals.

I am truly grateful for the support and mentorship I have received during my tenure. The experiences I have gained have significantly contributed to my development, and I will carry these lessons forward.

I am committed to ensuring a smooth transition and will do everything possible in my remaining time to hand off my responsibilities effectively.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]