

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not been easy, but I have decided to pursue new opportunities that align more closely with my personal and professional growth.

During my time here, I have greatly valued the experiences and relationships I have built within the team. Moving forward, I plan to focus on [insert new focus areas, e.g., project management, leadership development, or a specific industry], which I believe will help me grow and reach my long-term career goals.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you for the support and guidance you have provided during my time at [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]