

# 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],

After much self-reflection, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from date above]. This decision did not come easily, as I have greatly valued my time here and the opportunities I have been given.

Throughout my journey at [Company's Name], I have learned and grown immensely, and I am grateful for the support from my colleagues and management. However, I feel it is time for me to pursue new challenges and avenues that align with my personal and professional goals.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in the handover process during my remaining time. Please let me know how I can help during this period.

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

Sincerely,  
[Your Name]