

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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 not come easily; it reflects significant changes in my life and my current aspirations.

Over the past [duration of employment], I have grown tremendously, both personally and professionally. The experiences I've gained and the relationships I've built here will always hold a special place in my heart. However, I now feel it's time to explore new opportunities and focus on different aspects of my life.

I am grateful for the support and guidance I have received from you and my colleagues. I hope to stay in touch and wish the team all the best in future endeavors.

Thank you once again for everything.

Sincerely,

[Your Name]