

Resignation Letter

Your Name

Your Address

Your 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],

I hope this message finds you well. 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 my extended leave of absence, I have had time to reflect on my personal and professional goals and have decided it is best for me to move on.

I want to express my gratitude for the support and opportunities I've received during my time at [Company's Name]. It has been a pleasure to work with such a talented team and I will cherish the experiences I've gained.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to tie up any loose ends.

Thank you once again for your understanding and support.

Sincerely,

Your Name