

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 taking a significant break for personal growth and reflection, I have decided to step away from my career at this time. This decision comes after careful consideration of my personal and professional aspirations.

I am extremely grateful for the opportunities I've had during my time at [Company's Name] and for the support I've received from you and my colleagues. I have learned a great deal and truly appreciate the experiences I've gained while working here.

Please let me know how I can assist in ensuring a smooth transition. I hope to stay in touch in the future and wish [Company's Name] continued success.

Thank you once again for everything.

Sincerely,

[Your Name]