

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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]. After contemplating my career trajectory during my recent sabbatical, I have decided to pursue new opportunities in line with my career aspirations.

This decision was not made lightly, as my time at [Company's Name] has been invaluable in my professional development. I am grateful for the support from you and my colleagues during my tenure.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my successor or wrapping up my current projects before my departure.

Thank you once again for the opportunities and experiences I've gained at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]