

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],

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 comes after a period of deep personal reflection and self-discovery during my extended time away. I have come to realize that it is vital for me to pursue a new direction that aligns more closely with my personal and professional goals.

Working at [Company's Name] has been an invaluable experience, and I am grateful for the opportunities I have had to grow and learn. I appreciate the support and camaraderie I have shared with my colleagues during my time here.

I will do everything possible to ensure a smooth transition and will gladly assist in training my replacement. Please let me know how I can help during this period.

Thank you again for the support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]