

# 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 above].

While I have greatly appreciated my time at [Company's Name] and have enjoyed working with the team, I have come to realize that there are limited opportunities for advancement in my current role. After careful consideration, I believe it is in my best interest to pursue a path that offers greater growth potential.

Thank you for the support and opportunities provided during my tenure. I wish the company continued success in the future.

Sincerely,

[Your Name]