

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].

After careful consideration, I have decided to pursue an opportunity that aligns more closely with my career goals. Although I have gained valuable experience during my time with [Company's Name], I have come to realize that my current role does not offer the potential for growth and advancement that I seek in my professional journey.

I want to express my sincere gratitude for the support and guidance you and the team have provided me. I appreciate the opportunities to learn and develop my skills during my tenure here. It has truly been a pleasure working alongside such talented individuals.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,
[Your Name]