

# 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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above], due to limited opportunities for professional development.

I have truly appreciated the support and opportunities provided during my time here, and I am thankful for the chance to work with such a talented team. However, I believe that pursuing new opportunities will allow me to grow both personally and professionally.

I am committed to ensuring a smooth transition and will be happy to assist in completing any outstanding projects or training my replacement during my remaining time.

Thank you once again for the guidance and encouragement. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]