

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],

After rigorous scrutiny and careful consideration, I have made the decision to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision did not come easy, as I have greatly appreciated the opportunities for professional and personal development you have provided me during my time here. It is my intention to ensure a smooth transition and to wrap up my duties before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]