

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 thorough evaluation of my career path and personal aspirations, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time at the company. I sincerely appreciate the support and guidance provided by you and my colleagues.

I will ensure a smooth transition and am happy to assist in training my replacement. Please let me know how I can best help during this period.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]