

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

After thoughtful examination and reflection, I have decided to resign from my position at [Company's Name]. This decision was not made lightly and comes after careful consideration of my career goals and personal aspirations.

I am incredibly grateful for the opportunities I have had while working here and for the support from you and the team. I have learned a great deal during my time and will always cherish the experiences and relationships I have built.

My last day will be [Last Working Day, typically two weeks from the date above]. I am committed to ensuring a smooth transition and will complete all outstanding responsibilities and assist in handing off my duties wherever possible.

Thank you once again for your guidance and support during my time at [Company's Name]. I hope to stay in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]