

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]

Subject: Resignation Letter

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 following my recent performance review, I believe it is in my best interest to pursue new opportunities that align with my career goals and aspirations. I appreciate the valuable feedback and insights provided during the review process, and I recognize the need for professional growth.

I am grateful for the opportunities I have had at [Company's Name] and for the support of my colleagues. I intend to ensure a smooth transition and will do my best to complete outstanding tasks and assist in transferring my responsibilities.

Thank you for your understanding. I look forward to staying in touch, and I wish [Company's Name] all the best in the future.

Sincerely,

[Your Name]