

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day]. This decision comes after careful consideration of the enhanced responsibilities that have been placed upon me over the past few months.

While I appreciate the opportunities for growth that have arisen, I believe it is time for me to pursue new challenges that align with my personal and professional goals.

I want to express my gratitude for the support and guidance I have received during my tenure at [Company Name]. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for the opportunities and experiences I have gained. I hope to stay in touch in the future.

Sincerely,

[Your Name]