

# 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]

**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].

Over the last few months, I have experienced significant disruption caused by rapid technological changes within the industry. As much as I value my time at [Company's Name], I have found it increasingly challenging to adapt to these transformations while aligning with my personal career goals and work-life balance.

I appreciate the opportunities I have had and the support from both you and my colleagues during my tenure. I hope to stay connected and wish the company all the best in navigating these changes.

Thank you for your understanding.

Sincerely,

[Your Name]