

[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].

As the technology landscape continues to evolve at a rapid pace, I have decided to pursue opportunities that align more closely with my career goals and aspirations in this dynamic environment.

I am grateful for the experiences and support I have received during my time at [Company's Name]. I appreciate the opportunity to work alongside a talented team and contribute to the company's projects.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]