

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

This decision comes after careful consideration, particularly in light of the recent IT upgrades that have transformed the work environment. While I appreciate the innovative changes implemented, I feel it is time for me to pursue new opportunities that align better with my professional goals.

I am grateful for the support and opportunities I've received during my tenure here. I will do my utmost to ensure a smooth transition in my remaining time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]