

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]. This decision has been influenced by the rapid changes driven by technology within our industry.

Over the past [duration of time], I have witnessed significant shifts and advancements that have reshaped my role and the company's direction. While I appreciate the opportunities for growth and learning, I believe it is time for me to explore new challenges that align more closely with my career aspirations in a tech-centric landscape.

Thank you for your understanding and support during my tenure with [Company's Name]. I am committed to ensuring a smooth transition during my remaining time and will do everything possible to assist in handing over my responsibilities.

Wishing you and the team continued success.

Sincerely,

[Your Name]