

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],

It is with a mix of emotions that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day]. This decision comes as a result of the ongoing digital transformation within the company that has prompted me to reevaluate my career path and explore new opportunities.

I am grateful for the experiences and growth I have achieved while working with such a dedicated team. The transition towards digital solutions has inspired me to pursue my interests in [specific area related to digital transformation], and I believe this is the right time for me to make that move.

Please let me know how I can assist during this transitional period. I hope to ensure a smooth handover of my responsibilities.

Thank you once again for the support and opportunities during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]