

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].

This decision comes after much consideration, and it is motivated by my desire to pursue opportunities that align more closely with my interests, particularly in the area of enhanced technological tools and advancements.

I want to express my gratitude for the support and opportunities provided during my time with the company. I have learned a great deal and have enjoyed working alongside an innovative team.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]