

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as a result of a shift in my career path towards pursuing innovation opportunities that align more closely with my professional goals and aspirations. While I have greatly valued my time at [Company's Name] and appreciate the support and experience gained throughout my tenure, I believe it is time for me to explore new challenges.

I am grateful for the opportunities for personal and professional growth that you and the company have provided me. I will do everything possible to ensure a smooth transition and will complete all outstanding responsibilities before my departure.

Thank you once again for the support and guidance during my time at [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]