

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]. After careful consideration, I have decided to pursue a new vocational opportunity that aligns more closely with my long-term career goals.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. The support and experiences I have gained here will always be valued.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your guidance and support. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]