

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 was not easy, but after careful consideration, I have decided to pursue [briefly outline your future aspirations, e.g., further education, a different career path, etc.].

During my time at [Company's Name], I have gained invaluable experience and skills that I will carry with me in my future endeavors. I am grateful for the support and guidance you and the team have provided me throughout my tenure.

Please let me know how I can help during the transition period. I hope to leave my responsibilities in good order before my departure.

Thank you once again for the opportunity to be part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]