

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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]. This decision comes after careful consideration and reflects my personal career evolution.

Over the past [number] years, I have grown significantly, both personally and professionally. The opportunities and experiences I have gained here have played a crucial role in shaping my career path. I am incredibly grateful for the support and guidance I've received from you and my colleagues.

As I move forward to pursue [briefly mention new role or opportunity, e.g., "a new position in digital marketing"], I remain thankful for my time at [Company's Name]. I will cherish the memories and the skills I acquired along the way.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities seamlessly in the coming weeks.

Thank you once again for everything. I hope to stay in touch, and I look forward to hearing about the continued success of [Company's Name].

Sincerely,

[Your Name]