

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 was not made lightly, as I have genuinely enjoyed working with you and the team. However, I have decided to pursue a different path that aligns more closely with my personal and professional goals.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and hand off my responsibilities before my departure.

Thank you for the opportunities for growth and development during my time at [Company's Name]. I appreciate your support and understanding.

Sincerely,

[Your Name]