

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After much reflection, I have decided to pursue new opportunities that align with my career aspirations and personal goals, which I have successfully achieved during my time here. I am grateful for the experiences, support, and guidance I have received while being part of such a fantastic team.

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

Sincerely,

[Your Name]