

# 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].

This decision was not made lightly. After much consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals and personal aspirations. I believe this change will provide me with the chance to grow professionally and personally.

I want to express my gratitude for the opportunities I have had during my time here, and I appreciate the support and guidance you and my colleagues have provided. It has been a privilege to be part of [Company's Name], and I will carry the lessons I've learned into my future endeavors.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]