

# 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 and took a lot of consideration. However, I feel the need to seek new challenges and opportunities to grow both personally and professionally.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and have enjoyed working with you and the team. I will always carry the valuable experiences and skills I've gained here.

Please let me know how I can help during the transition period. I am committed to making this change as smooth as possible.

Thank you once again for the support and guidance. I hope we can stay in touch.

Sincerely,

[Your Name]