

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 two weeks from today, [Last Working Day]. This decision comes after much consideration, as I have decided to seek new opportunities that align more closely with my career goals.

I am incredibly grateful for the time I have spent at [Company's Name], and I truly appreciate the support and opportunities I have received during my tenure. Working with such a talented team has been a valuable experience, and I will carry the lessons I have learned here into my future endeavors.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship, and I look forward to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Name]