

# 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 has not been easy, as I have truly valued my time at [Company's Name] and the opportunities provided to me during my tenure.

After careful consideration, I have decided to pursue a new direction in my career, one that I believe will better align with my professional goals and aspirations. I am eager to explore this new path and the challenges it brings.

I am committed to ensuring a smooth transition during my remaining time at the company. Please let me know how I can help during this process, including training my replacement or completing any outstanding projects.

Thank you for the support, guidance, and encouragement you have provided throughout my employment. I am looking forward to staying connected, and I hope to cross paths again in the future.

Sincerely,

[Your Name]