

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, and I have reflected deeply on my journey here.

While I have learned and grown significantly during my tenure, I have come to the realization that I need a transformative experience to continue my personal and professional development. I believe that stepping outside of my current role will enable me to explore new opportunities and challenges that align more closely with my aspirations.

I am truly grateful for the support and guidance I have received throughout my time at [Company Name]. I have enjoyed working with such a talented team and will cherish the memories and friendships I have built here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to complete outstanding projects and assist in the training of my replacement.

Thank you once again for the opportunities and experiences that have shaped my career. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]