

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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration of the recent shifts in departmental strategy, I have decided to pursue an opportunity that aligns more closely with my professional goals and aspirations.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support I received from you and my colleagues. I value the experiences that have contributed to my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively before my departure.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]