

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].

After careful consideration of the recent revised operational frameworks and the direction the company is heading, I have decided that it is in my best interest to pursue other opportunities that align more closely with my career goals.

I appreciate the opportunities I have had during my time at [Company's Name] and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]