

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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, typically two weeks from the date above].

After careful consideration, I have decided to step down due to the recent changes in business priorities that have shifted my personal career goals. I believe this decision is in the best interest of both myself and the organization.

I want to express my gratitude for the opportunities for professional and personal development that you have provided during my time here. I appreciate the support and guidance I have received and will always cherish the valuable experiences.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my duties responsibly.

Thank you once again for the opportunity to be a part of [Company Name]. I hope our paths cross again in the future.

Sincerely,
Your Name