

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]

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 comes as a result of recent strategic planning adjustments within the company, which have prompted me to reevaluate my career path.

Working at [Company's Name] has been a valuable experience, and I am grateful for the opportunities for personal and professional growth during my time here. I appreciate the support and guidance provided by you and the team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist in this process.

Thank you once again for the opportunities I have had at [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]