

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Last Working Day]. This decision wasn't easy and required deep reflection, but I have decided to pursue an opportunity that aligns perfectly with my personal and professional goals.

Throughout my time at [Company's Name], I have been inspired by the company's mission to [insert company mission or values]. It has been a privilege to contribute to [specific projects or goals related to the mission], and I am immensely grateful for the experiences and growth I have achieved.

While I am excited about my new path, I will sincerely miss the culture and talented team at [Company's Name]. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities I have had during my time at [Company's Name]. I hope to stay in touch and wish all of you continued success.

Sincerely,

[Your Name]