

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]. This decision was not made lightly, but I believe it is time for me to pursue new opportunities.

I want to take this opportunity to express my gratitude for the support and understanding I have received during my time here. I am proud to have been part of the team that has worked tirelessly on [specific strategic initiative], and I am confident that the direction the company is headed will yield great results.

My commitment to our strategic objectives has always aligned with the company's vision, and I will ensure a smooth transition of my responsibilities to continue supporting these important initiatives even after my departure.

Thank you once again for everything. I look forward to seeing how [Company Name] continues to thrive and implement innovative strategies in the future.

Sincerely,

[Your Name]