

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, typically two weeks from the date above].

It was an honor to be recognized during the recent employee recognition ceremony, and I am truly grateful for the opportunities I have had to grow and contribute to the team. However, after careful consideration, I have decided to pursue a new direction in my career.

I appreciate the support and encouragement I received during my time here and will always look back on my experiences fondly. I am committed to ensuring a smooth transition and will do everything in my power to hand off my responsibilities appropriately.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]