

[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]

## **Subject: Resignation Letter**

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 was not made lightly, and I have taken the time to reflect on my career path and personal goals.

During my time at [Company's Name], I have greatly appreciated the opportunities for professional growth and skill development. However, I believe that in order to truly advance my career, I need to explore roles that allow me to diversify my skill set and take on new challenges.

My decision comes from a desire to develop a broader range of expertise that I feel is necessary for my long-term career aspirations. I am grateful for the support and guidance I have received while working alongside such a talented team, and I hope to stay connected as I move forward.

Thank you again for the experiences and opportunities you've provided to me. I am committed to making this transition as smooth as possible and will assist in training my replacement during my remaining time.

Sincerely,

[Your Name]