

# 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]. This decision comes after considerable reflection on my career path and my growing passion for the [Different Industry] industry.

During my time at [Company's Name], I have learned and grown immensely, thanks to the support of my colleagues and the opportunities provided to me. However, I have realized that my true passion lies in [specific area or field related to the different industry]. I believe pursuing this path will enable me to contribute in ways that align more closely with my personal and professional aspirations.

I genuinely appreciate all the experiences I have gained here and the friendships I have made. I will ensure a smooth transition over the next few weeks and am committed to handing off my responsibilities effectively.

Thank you once again for your guidance and support during my time at [Company's Name]. I hope to keep in touch and wish you and the company continued success in the future.

Sincerely,

[Your Name]