

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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, usually two weeks from the date above]. This decision was not made lightly, as I have greatly appreciated my time here and the opportunities I have been afforded.

However, after careful consideration, I have decided to pursue personal growth aspirations that align more closely with my long-term career goals. I believe this is essential for my development as a professional and as an individual.

I am grateful for the support and guidance you and the team have provided me during my tenure. I have learned invaluable skills and made lasting connections that I will carry with me in my future endeavors.

Thank you again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]