

# Resignation Letter

[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]

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, as I have thoroughly enjoyed my time working here and have appreciated the opportunities for professional growth and development.

Over the years, I have been able to pursue my long-term professional objectives, including [mention specific objectives, e.g., developing leadership skills, working on innovative projects, etc.], and I am truly grateful for the support and guidance that you and the team have provided.

As I move on to explore new opportunities that align with my career goals, I will take with me the invaluable experiences gained at [Company's Name]. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities properly before my departure.

Thank you once again for the incredible experiences I've had while working here. I hope to keep in touch, and I look forward to seeing how [Company's Name] continues to evolve in the future.

Sincerely,

[Your Name]