

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 comes after careful consideration of my personal and professional goals.

I am deeply committed to my journey of self-improvement and have decided to pursue opportunities that align more closely with my aspirations. During my time at [Company's Name], I have learned invaluable skills and made lasting connections that I will carry with me into the future.

Thank you for all the support and guidance you have provided. I appreciate the opportunities for growth I have experienced here, and I am committed to ensuring a smooth transition before my departure. Please let me know how I can assist during this process.

Sincerely,

[Your Name]