

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and required considerable thought. However, after evaluating my career goals and aspirations, I have decided to pursue an opportunity that aligns more closely with my professional growth in the [relevant sector or field].

I want to extend my heartfelt thanks for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with such a talented team and appreciate the support and encouragement I have received throughout my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]