

# 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], due to the recent shifts and revolutionary changes in our industry.

After careful consideration, I have decided to pursue opportunities that align more closely with the evolving landscape of our field. I am grateful for the support and guidance I have received during my time at [Company's Name], and I value the experiences and the relationships that I have built here.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my current tasks and assist in handing over responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]