

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]. This decision has not come easily, but after careful consideration, I have decided to pursue opportunities more aligned with the evolving dynamics of our industry.

During my time at [Company's Name], I have been fortunate to work with a talented team and have learned a great deal. I am grateful for the support and opportunities provided to me and I hope to carry these experiences forward in my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunities for personal and professional development during my time at [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Name]