

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].

Recent changes within our industry have led me to contemplate my career path, and after careful consideration, I believe it is in my best interest to pursue new opportunities. This was not an easy decision, as I have greatly valued my time here and the relationships I have built with my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to assist in handing off my responsibilities. Please let me know how I can help during this process.

Thank you for the support and guidance during my tenure at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]