

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue new opportunities that align more closely with my career goals, especially in light of recent market shifts that have prompted me to reassess my professional path.

I am grateful for the support and opportunities I have received during my tenure at [Company Name]. I have learned a great deal and enjoyed working alongside such a talented team.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]