

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

The recent shifts in the business landscape have prompted me to reevaluate my career path and opportunities. After careful consideration, I have concluded that it is in my best interest to seek new challenges that align with my career goals.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a pleasure to work alongside such a talented team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]