

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].

After careful consideration, I have decided to pursue a new career opportunity that aligns with my professional goals. This decision was not easy, as I have truly enjoyed working at [Company's Name] and appreciate the support and opportunities I've received during my time here.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my duties and assist in the handover process in the coming weeks.

Thank you once again for the opportunities for personal and professional development that you have provided me. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]