

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision has not come easy, but after careful consideration, I believe it is time for me to pursue new challenges and opportunities.

While I am excited about what lies ahead, I want to express my gratitude for the incredible experiences and support I have received during my time here. The skills I have gained and the connections I have made will stay with me as I move forward.

As I explore potential pathways with other companies, I would appreciate any assistance you could provide, including referrals or recommendations that could guide my journey. I am particularly interested in [specific fields or companies], where I can leverage my skills and experiences.

I am committed to making the transition as smooth as possible and will assist in training my successor and completing projects before my departure.

Thank you once again for everything. I hope to stay in touch and look forward to our paths crossing again in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]