

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]. This decision has not been easy, but after careful consideration, I have chosen to pursue external engagements which I find to be quite appealing and aligned with my personal and professional goals.

I want to express my gratitude for the opportunities I have received at [Company's Name]. The experiences and knowledge I have gained here will always be invaluable to me.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for your understanding and support during my time at [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Name]