

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. This decision has been a difficult one for me, but I believe it is time to explore new opportunities that align with my career goals.

During my time at [Company's Name], I have learned and grown immensely. I am thankful for the opportunities to contribute to our projects and work alongside such talented individuals. However, I feel prompted to embrace promising external ventures that have recently come to my attention and present exciting prospects for my future.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities. I hope to maintain the relationships I have built here and look forward to staying in touch.

Thank you for your understanding and support.

Sincerely,

[Your Name]