

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 was not easy and required a lot of consideration.

Over the past [duration of employment], I have had the opportunity to grow both personally and professionally. My experiences here have greatly contributed to my skill development, and I am grateful for the support provided by you and my colleagues.

As I move forward, I intend to pursue [specific career goals or opportunities], which I believe align with my long-term aspirations. It is a step toward [briefly explain your career goals].

I am committed to facilitating a smooth transition and will do whatever I can to ensure that my responsibilities are handled properly during my remaining time at the company.

Thank you once again for the opportunities provided to me during my time at [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]