

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but I believe it is necessary for my professional development.

During my time at [Company Name], I have greatly appreciated the opportunities for growth and collaboration with an exceptional team. As I move forward in my career, I am excited to pursue new challenges that align more closely with my vision of professional development, focusing on [specific areas you want to grow in, e.g., leadership, innovative problem-solving, etc.].

I am dedicated to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. I am grateful for your support and understanding during this change.

Thank you once again for the opportunities I have experienced at [Company Name]. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]