

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 made lightly. Due to recent management transitions within the organization, I have decided to pursue other opportunities that align with my career goals and aspirations. I believe this is the best step for my professional development.

I am grateful for the opportunities I have had while working at [Company's Name] and for the support you and the team have extended to me during my time here. I will do everything possible to ensure a smooth transition during the remaining time I have with the company.

Thank you for your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]