

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, typically two weeks from the date above].

This decision comes after careful consideration of the recent transformations within the company and how they align with my personal and professional goals. While I appreciate the direction that [Company's Name] is moving towards, I believe it is time for me to explore new opportunities that better fit my aspirations.

I am grateful for the experiences I have gained and the support from my colleagues during my time here. I am committed to ensuring a smooth transition and will complete my responsibilities to the best of my ability in the coming weeks.

Thank you for the opportunity to be a part of [Company's Name]. I wish you and the team continued success in the future.

Sincerely,

[Your Name]