

# 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 an easy one and comes after careful consideration of my career path and goals. I have decided to pursue a different career opportunity that aligns with my aspirations.

I am grateful for the opportunities I have had while working at [Company's Name] and for the support provided by you and the team. I have learned and grown immensely during my time here, and I will always appreciate the valuable experiences I gained.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]