

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 date above].

This decision was not made lightly, but after careful consideration, I have decided to explore different career avenues that align more closely with my long-term goals.

I want to express my gratitude for the opportunities I have had during my time with the company. I appreciate the support and guidance you have provided, which has contributed significantly to my professional growth.

I will do everything I can to ensure a smooth transition. Please let me know how I can assist in the handover of my responsibilities.

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

Sincerely,

[Your Name]