

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 the date above].

This decision was not easy and took a lot of consideration. However, I have decided to pursue a new passion that I believe is aligned with my personal growth and career aspirations.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance you and the team have provided me.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]