

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 comes as a result of my desire to realign my career goals and explore new opportunities that are more in line with my personal and professional aspirations.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team and appreciate the valuable experiences I have gained.

I will do my best to ensure a smooth transition over the next few weeks and will be happy to assist in training my replacement if necessary.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]