

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to pursue a different professional path that aligns more closely with my career goals and aspirations. This decision was not an easy one, as I have greatly enjoyed my time at [Company Name] and appreciate the opportunities for growth and support I have received during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Please let me know how I can help during my remaining time.

Thank you for your understanding and support. I hope to keep in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]