

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 easy to make, but after much consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals.

I am incredibly grateful for the opportunities I have had at [Company's Name]. The support and guidance I received from you and my colleagues have greatly contributed to my professional growth. I appreciate having had the chance to work with such a talented team.

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 look forward to seeing how [Company's Name] continues to grow in the future.

Sincerely,

[Your Name]