

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After careful consideration, I have decided to pursue new opportunities that align more closely with my career goals and aspirations. This decision was not easy, as I have truly enjoyed working at [Company's Name] and am grateful for the opportunities to grow both professionally and personally.

I would like to express my sincere gratitude for your support and guidance throughout my time here. I appreciate the chance to work with such a talented team and the valuable experiences I have gained.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you once again for your understanding. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]