

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 and took a lot of consideration. I have decided to pursue opportunities that will allow me to develop my skills further in [mention specific area, e.g., project management, software development, etc.]. I believe this step will help me grow professionally and achieve my long-term career goals.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. I appreciate the support and guidance provided during my time at [Company's Name].

Thank you once again for the opportunities I have been given during my time here. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]