
Work 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 Name], effective [last working day, typically two weeks from the date of the letter].

The decision to leave has not been an easy one. However, after careful consideration, I've decided to pursue a new direction in my career that aligns more closely with my long-term goals.

I would like to express my deepest gratitude for the opportunity to work at [Company Name]. The experiences, skills, and friendships I've gained here will always hold a special place in my heart. I'm grateful for your guidance and for the supportive work environment you've fostered.

Please let me know how I can assist in ensuring a smooth transition, including handing off my projects and responsibilities to a designated colleague.

Thank you once again for the wonderful experience. I hope to stay in touch, and I'm confident that [Company Name] will continue to achieve great things.

Warm regards,

[Your Name]