

Short Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Manager's Name]

[Company Name]

[Company 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]. This decision has not been easy and took careful consideration. However, after evaluating my career goals and personal priorities, I have decided to pursue other opportunities that align more closely with my long-term career objectives.

I want to express my genuine gratitude for the opportunities I have been given at [Company Name] and for the professional guidance and support from you and my colleagues. I have greatly enjoyed and appreciated the opportunities to contribute to our team's goals and to grow both professionally and personally.

I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities. Please let me know how I can help during this transition period. I would like to thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]