

[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]

## **Subject: Resignation - [Your Name]**

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].

I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I truly appreciate the guidance and mentorship I received.

I am grateful for the chance to work alongside such a talented team and to contribute to meaningful projects. I have learned so much and will carry these experiences with me throughout my career.

Please let me know how I can assist during the transition period. I hope to stay in touch, and I wish you and the team continued success.

Thank you once again for everything.

Sincerely,

[Your Name]