

[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's Name], effective [Last Working Day]. This was not an easy decision to make, as I have truly enjoyed working with you and the team.

I want to express my heartfelt gratitude for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have learned so much and have grown tremendously under your guidance.

Please let me know how I can help during the transition. I hope to keep in touch, and I would love to hear about the positive changes that will surely come for [Company's Name] in the future.

Thank you once again for everything.

Sincerely,

[Your Name]