

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 comes as a result of the successful completion of [Project Name], which I am proud to have been a part of.

I have genuinely enjoyed working with you and the team, and I am grateful for the opportunities for personal and professional growth during my time here. I look forward to staying in touch, and I hope to cross paths in the future.

Thank you for your understanding.

Sincerely,

[Your Name]