

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 after the successful completion of [Key Project Name], a project that has been a significant milestone in my career.

It has been an incredible journey working alongside such an exceptional team, and I am grateful for the opportunities I have had to contribute and grow within the company.

I will ensure a smooth transition of my responsibilities and plan to wrap up my current projects to the best of my abilities before my departure.

Thank you once again for the support and opportunities. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]