

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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]. This decision has not come lightly, as I have greatly enjoyed my time here and am truly grateful for the opportunities I have had to grow and advance in my career.

Your support and guidance have played a significant role in my professional development, and I am thankful for the promotions and responsibilities that have allowed me to challenge myself and contribute to our team.

As I move on to the next chapter of my career, I will carry with me the valuable experiences and skills I have gained during my time at [Company Name]. I am excited for what lies ahead, but I will always look back fondly at my time here and the relationships I have built.

Please let me know how I can assist during the transition period. I hope to maintain our professional connection, and I wish [Company Name] continued success in the future.

Thank you once again for everything.

Sincerely,
[Your Name]