

# Resignation Letter

[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, typically two weeks from the date above].

I want to take this opportunity to express my heartfelt gratitude for the support and guidance I have received during my time at the company. Working under your leadership has been a remarkable experience, and I truly appreciate all the opportunities I have been given to learn and grow.

I am committed to making this transition as smooth as possible, and I am happy to assist in training my replacement or handing off my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]