

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]. This was not an easy decision, as I have enjoyed working with you and my colleagues throughout my time here.

I am grateful for the opportunities I have had during my tenure with the company, and I appreciate your guidance and support. I have learned a great deal and will carry these experiences with me into the future.

If possible, I would greatly appreciate if you could serve as a reference for me in my future endeavors. Your recommendation would mean a lot to me.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish the company continued success.

Thank you once again for everything.

Sincerely,
[Your Name]