

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 as [Your Position] at [Company's Name], effective [Last Working Day, Date]. I have enjoyed my time working here, and I appreciate the opportunities for personal and professional growth.

Thank you for your guidance and support during my employment. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]