

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]

Subject: Resignation from Summer Job

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, e.g., August 15, 2023].

Thank you for the opportunity to work with such a wonderful team this summer. I have gained invaluable experience and skills that I will carry forward in my career.

Wishing you and the company all the best in the future.

Sincerely,

[Your Name]