

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]. This decision was not easy, and it comes after careful consideration of my career goals and aspirations.

While I am excited about the opportunities ahead, I want to express my sincere gratitude for the support and guidance I have received during my time here. The experience and skills I have gained will be invaluable in my future endeavors.

I genuinely hope to stay connected and collaborate in the future. I believe there are opportunities where our paths may cross again, and I look forward to what we can achieve together.

Thank you once again for everything. Please let me know how I can assist during the transition.

Warm regards,

[Your Name]