

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 at [Company's Name], effective [Last Working Day]. This decision was not easy and took a lot of consideration.

I am grateful for the opportunities I've enjoyed during my time at [Company's Name]. I have learned a great deal and have appreciated working with you and the team.

If it would be beneficial, I would be open to freelance work in the future. I believe my skills and experiences could continue to add value to [Company's Name] on a contract basis. Please feel free to reach out if this is something you would consider.

Thank you for your understanding, and I look forward to staying in touch.

Sincerely,

[Your Name]