

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and required a lot of consideration.

I genuinely appreciate the opportunities I've had while working at [Company Name], including [specific experiences or skills gained]. I have enjoyed collaborating with my team and contributing to the company's success.

Although I am resigning, I hope I can be considered for rehire in the future. I believe that my skills and experience can continue to add value, and I would love the opportunity to contribute to [Company Name] again one day.

Thank you for your guidance and support during my time here. I look forward to staying in touch, and I wish [Company Name] continued success.

Sincerely,  
[Your Name]