

[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 Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my gratitude for the leadership and guidance you have provided during my time here. Your support has been instrumental in my professional growth, and I truly appreciate all the opportunities I have had to learn and develop under your mentorship.

Please let me know how I can assist in making this transition as smooth as possible. I hope to stay in touch, and I wish you and the team continued success.

Thank you once again for everything.

Sincerely,

[Your Name]