

# 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 involved considerable thought.

I want to express my heartfelt appreciation for the support and camaraderie from my team. Working alongside such dedicated and talented colleagues has been one of the highlights of my career. Your encouragement and collaboration have significantly contributed to my growth and job satisfaction.

Please let me know how I can assist during the transition period. I hope to leave my tasks in a manner that ensures a smooth handover.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]