

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, typically two weeks from the date above].

I want to express my heartfelt gratitude for the opportunities I have had during my time at [Company's Name]. Working alongside such an incredible team has enriched my professional and personal growth in ways I truly appreciate.

Thank you for your support, guidance, and the invaluable experiences I have gained. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

Your Name