

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision didn't come easily, and I would like to take a moment to reflect on the memorable experiences I had here.

Throughout my time at [Company's Name], I have had the privilege of working with an exceptionally talented team. I will always cherish the late-night brainstorming sessions, the successful completion of [specific project], and the camaraderie that made every challenge an opportunity for growth. The support I received during [personal experience or challenge] truly made a difference in my professional journey.

I am grateful for the opportunities to develop my skills and for the invaluable lessons I've learned along the way. [Mention any specific mentors or colleagues]. Your guidance has been instrumental in my career, and I will carry these lessons with me as I move forward.

Although I am excited about the next chapter in my life, I will sincerely miss contributing to the great work at [Company's Name]. I hope to stay in touch, and I wish the entire team continued success.

Thank you once again for everything.

Sincerely,

[Your Name]