

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Resignation

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective two weeks from today, [Last Working Day].

I want to take this opportunity to express my heartfelt gratitude to you and my colleagues for the incredible support and collaboration I have experienced during my time at [Company Name]. Working alongside such talented individuals has been a truly enriching experience.

Thank you for the guidance, encouragement, and the camaraderie we have shared. I will carry the skills and memories I've gained here into my future endeavors.

I wish [Company Name] continued success and hope to stay in touch.

Sincerely,

[Your Name]

[Your Contact Information]