

Resignation Letter

[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]. This decision did not come easily, as my time here has been both fulfilling and instrumental in my professional growth.

During my tenure, particularly while working on the [Project Name] project, I gained invaluable experiences that I will carry with me throughout my career. I had the opportunity to enhance my skills in [specific skills or technologies], collaborate with a talented team, and contribute to [specific outcomes or achievements]. This project has not only broadened my technical capabilities but also strengthened my ability to work effectively under pressure and meet tight deadlines.

I am grateful for the support and guidance I received from you and the entire team. Thank you for the opportunities for professional development and the positive, collaborative work environment.

I hope to maintain our professional relationships and look forward to staying in touch as I move forward in my career.

Thank you once again for everything.

Sincerely,

[Your Name]