

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy and involved a great deal of thought.

As I reflect on my time here, I am proud of the contributions I made, particularly in the successful completion of [Project Name]. Through teamwork, we achieved [specific achievement], improved [specific improvement], and delivered [specific result], which led to [positive outcome]. I am grateful for the opportunity to work alongside such a talented team.

Thank you for the support and opportunities for growth during my tenure. I look forward to staying in touch, and I am enthusiastic about the future for both myself and [Company Name].

Sincerely,

[Your Name]