

[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].

It has been an incredible journey, especially having had the opportunity to lead the [Project Name] to its successful completion. I am proud of what we achieved as a team and am grateful for the support and camaraderie I experienced throughout the project.

As I transition to the next phase of my career, I want to express my deepest appreciation for the opportunities I have had at [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Thank you once again for your leadership and support. I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are handed over appropriately.

Sincerely,

[Your Name]