

[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 comes after much reflection, and it also allows me to take a moment to express my gratitude for the opportunities I have had during my time here.

Working on [Project Name] has been particularly rewarding and has taught me invaluable lessons. The collaboration with such talented team members reinforced the importance of communication and adaptability in achieving success. I have learned how crucial it is to set clear goals and to remain focused on the bigger picture, even when faced with challenges.

Additionally, this project instilled in me a sense of resilience and problem-solving. I am proud of what we accomplished, and I carry those lessons with me as I move forward in my career.

I sincerely appreciate all the support and guidance I have received at [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Thank you once again for everything.

Sincerely,

[Your Name]