

# Resignation Letter

[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, e.g., two weeks from today]. This decision was not easy, particularly because of my commitment to the [Project Name] project.

During my time at [Company Name], I had the privilege of contributing to [specific contributions, e.g., developing key features, leading a team, enhancing productivity]. My involvement in [Project Name] not only allowed me to grow professionally but also gave me the chance to work alongside an amazing team, and I am proud of what we have accomplished together.

I am committed to ensuring a smooth transition and will do everything in my power to wrap up any outstanding tasks before my departure. I am happy to assist in training a replacement or passing on my responsibilities to other team members.

Thank you for the opportunities for personal and professional development during my time at [Company Name]. I look forward to staying in touch and hope our paths may cross again in the future.

Warmest regards,

[Your Name]