

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

Working on [Project Name] has been an invaluable experience for me, and I am incredibly grateful for the opportunities I've had under your leadership. Your guidance and support have been instrumental in my professional growth, and I appreciate all that you have done.

Thank you once again for the chance to be part of such an exciting project. I hope to carry the skills and experiences I've gained with me into my future endeavors.

Sincerely,

[Your Name]