

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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, typically two weeks from the date above].

This decision was not made lightly, as I have greatly appreciated the opportunities for professional and personal development during my tenure here. I am especially grateful for the mentoring I have received, which has been instrumental in my growth. Your guidance has not only enhanced my skills but has also inspired me to pursue my career aspirations with greater confidence.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. I hope to maintain our relationship as I move forward in my career, and I look forward to staying in touch.

Thank you once again for your support and mentorship. I wish you and the team continued success.

Sincerely,

[Your Name]