

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert 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]. This decision comes after careful consideration of my personal values and integrity.

I appreciate the opportunities for professional development that I have received during my time at [Company Name]. I am grateful for the support provided by both you and my colleagues.

Thank you again for everything. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]