

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing this letter to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have truly enjoyed working with you and being part of such a talented team. The experiences and opportunities provided to me at [Company Name] have been invaluable, and I am incredibly grateful for the support and guidance I have received.

As I move forward to pursue a new chapter in my career, I will always carry the memories and lessons learned during my time here with me. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for all the encouragement and opportunities. I hope to stay in touch and wish you and the entire team continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]