

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

It has been a privilege to be part of such a talented team. I am incredibly proud of the contributions I made towards [specific projects or initiatives], and I truly value the relationships and experiences I have gained during my time here.

I want to express my gratitude for the support and guidance I received from you and my colleagues. I appreciate the opportunities for personal and professional growth that this position has offered me.

As I move forward in my career, I will carry with me the lessons learned and the wonderful memories shared with the team. I am committed to ensuring a smooth transition and am happy to assist in training my replacement during my remaining time.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing [Company's Name] continue to thrive.

Sincerely,

[Your Name]