

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].

This was not an easy decision to make, as I have truly enjoyed working at [Company's Name] and am incredibly grateful for the opportunities I have been afforded. From the moment I joined the team, I was welcomed with open arms, and the support I received from my colleagues and you have meant a great deal to me.

I am particularly thankful for [specific example of mentorship, projects, or support], which have helped me grow both personally and professionally. The experience I have gained here will always be valuable to me.

As I move on to pursue [a brief explanation of what you will be doing next, if comfortable], I will carry the lessons learned and memories made at [Company's Name] with me. I look forward to staying in touch and hope our paths may cross again in the future.

Thank you once again for everything. I wish [Company's Name] continued success, and I look forward to seeing the great things the team will accomplish.

Sincerely,

[Your Name]