

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].

As I make this transition, I want to take a moment to express my heartfelt gratitude for the mentorship and support you have provided during my time here. Your guidance has been invaluable to my professional growth and has made my experience at [Company's Name] truly rewarding.

I appreciate the opportunities I have had to develop my skills and contribute to our team. I carry with me the lessons learned and the wonderful memories shared with you and my colleagues.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success in the future.

Sincerely,

[Your Name]