

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 decision was not an easy one, as my time at [Company's Name] has been both rewarding and fulfilling.

I want to express my heartfelt gratitude for the opportunities I have had to grow both personally and professionally during my tenure here. I have genuinely enjoyed working with such a talented team and appreciate all the support and encouragement I've received along the way.

Please let me know how I can assist during the transition and I hope to leave my responsibilities in good order. I look forward to staying in touch and wish you and the company continued success.

Thank you once again for a wonderful experience.

Sincerely,

[Your Name]