

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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I truly appreciate the support and guidance I have received during my time here. Working under your leadership has taught me invaluable skills and has significantly contributed to my personal and professional development.

I am grateful for the opportunities to grow and for the experiences I've had while working alongside such talented individuals. I will cherish the time spent here and look forward to staying in touch.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,

[Your Name]