

# Resignation Letter

Date: [Insert Date]

From: [Your Name]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not come easily, but I believe it is the right step for my personal and professional growth.

As I reflect on my time at [Company Name], I am filled with gratitude for the opportunities I've had. I have greatly enjoyed [mention specific experiences or projects], which have not only enhanced my skills but also contributed to my personal development. Working with such a talented team has been a privilege, and the mentorship I've received from you has been invaluable.

I want to express my deepest thanks for the support, encouragement, and experiences that have shaped my career. I will cherish the memories and valuable lessons learned during my time here.

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 look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]

[Your Contact Information]