

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities for professional and personal development that you have provided me during my time here.

I look forward to staying in touch, and I hope to cross paths in the future. Thank you once again for the support and guidance provided throughout my tenure.

Sincerely,

[Your Name]