

# Formal Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Hotel/Restaurant Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Hotel/Restaurant Name] and am grateful for the opportunities to grow both personally and professionally during my time here.

Thank you for your support and guidance throughout my employment. I hope to keep in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]