

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Hotel/Restaurant Name]

[Hotel/Restaurant Address]

[City, State, Zip Code]

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 above].

I have enjoyed my time working here and am grateful for the opportunities I have had to grow and learn. However, I have decided to pursue a new opportunity that aligns more closely with my career goals.

Thank you for your guidance and support during my tenure at [Hotel/Restaurant Name]. I hope to keep in touch, and I wish the team continued success.

Sincerely,

[Your Name]