

Resignation Letter

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I am truly grateful for the opportunities I have had during my time at [Company Name]. Working alongside such talented individuals has greatly enhanced my professional growth and engineering skills. I appreciate the support and guidance provided to me throughout my tenure.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]