

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. After successfully completing the [Name of Project], I have decided to pursue new opportunities that will further challenge my skills and career growth.

Working on [Name of Project] has been a significant milestone in my career, and I am grateful for the support and collaboration of the entire team. I have learned invaluable lessons which I will carry forward into my future endeavors.

Please let me know how I can assist in the transition process over the next [notice period]. I hope to leave my responsibilities in good order.

Thank you for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Name]