

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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, typically two weeks from the date above].

I would like to take this opportunity to express my profound gratitude for the experiences I have gained while working here. The support and mentorship I have received have been invaluable, and I truly appreciate the opportunities to grow both personally and professionally in my role.

As I transition to the next chapter of my career, I wish to extend my best wishes to you and the entire team at [Company's Name]. I hope to stay in touch and look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]