

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

I've truly enjoyed working at [Company Name] and am grateful for the opportunities to grow and contribute to the team, especially in [mention any specific projects or experiences].

Thank you for the support and encouragement during my time here. I am looking forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]