

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 as UX/UI Designer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Working at [Company's Name] has been an incredibly rewarding experience, and I appreciate the opportunities I've had to grow as a designer. I am grateful for the support and mentorship during my time here.

As I move on to pursue new challenges, I will ensure a smooth transition by completing my current projects and assisting in the handover of my responsibilities.

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

Sincerely,

[Your Name]