

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 heartfelt gratitude for the support and guidance I have received during my time here. Your leadership has greatly contributed to my professional growth, and I am truly thankful for the opportunities I had to work with such a talented team.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in the best shape possible.

Thank you once again for everything. I look forward to staying in touch and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]