

Resignation Letter

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]

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].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had to grow both professionally and personally during my time here. I have greatly enjoyed working with the team and would like to extend my sincere thanks for your guidance and support.

While I am excited about the new challenges ahead, I truly hope to stay in touch. Please feel free to contact me at [Your Email] or [Your Phone Number]. I would love to connect in the future.

Thank you once again for everything. I wish you and the team continued success.

Sincerely,

[Your Name]