

[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 want to express my heartfelt gratitude for the support and understanding the company has shown me during these challenging economic times. The assistance and flexibility I received have been invaluable, allowing me to navigate through personal and professional obstacles.

It has been a privilege to be part of such a dedicated team. I appreciate the opportunities I have had to grow and learn under your guidance. I will cherish the memories and experiences I've gained during my time here.

Thank you once again for everything. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]