

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision was not easy to make, as I have enjoyed working here and being part of [Team/Project].

I am grateful for the opportunities I have had to grow both professionally and personally during my time at [Company Name]. I appreciate the support, guidance, and camaraderie from you and my colleagues, which made my experience truly rewarding.

Please let me know how I can assist during the transition. I hope to keep in touch, and I look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]