

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].

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have learned so much and have truly enjoyed working with you and the entire team.

Thank you once again for your support and encouragement. I hope to stay in touch, and I wish you and [Company's Name] continued success in the future.

Warm regards,

[Your Name]