

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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.

Reflecting on my time here, I am incredibly grateful for the opportunities I've had to grow both personally and professionally. Working alongside such talented individuals has been an invaluable experience, and I appreciate the support and guidance I've received throughout my journey.

I will cherish the memories and skills I've developed during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Thank you once again for everything.

Best regards,

[Your Name]