

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]. This was not an easy decision to make, and I am grateful for the opportunities I have had during my time here.

Over my tenure, I have learned and grown both professionally and personally. I am particularly appreciative of [specific experiences or skills gained], which have positively shaped my career. The support from you and the team has been invaluable.

I would like to offer some constructive feedback, which I hope can assist in future improvements:

1. [Feedback Point 1]
2. [Feedback Point 2]
3. [Feedback Point 3]

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success, and I hope to stay in touch.

Sincerely,

[Your Name]