

# Resignation Letter

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Manager's Name]**

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day].

I want to express my sincere gratitude for the opportunities I have received during my time at the company. Working under your leadership and alongside my talented colleagues has been a truly enriching experience.

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

Sincerely,

[Your Name]