

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].

This decision was not easy, and I want to express my heartfelt gratitude for the opportunities and experiences I've gained while working here. I have enjoyed being part of the team and appreciate the support you have provided during my tenure.

Though I am moving on to the next chapter of my career, I hope to stay connected. I would love to keep in touch and continue sharing ideas and insights in the future.

Thank you again for everything. I look forward to staying in contact.

Sincerely,

[Your Name]