

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 heartfelt gratitude for the opportunities I have had during my time here. I am truly thankful for the support, guidance, and camaraderie I've experienced, which have greatly contributed to my professional and personal growth.

Working with such a talented and dedicated team has been a privilege, and I will always cherish the memories and skills I have gained. Please let me know how I can help during the transition period.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]