

# 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 hope this message finds you well. It is with mixed emotions that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day].

Reflecting on my journey here, I am filled with gratitude for the opportunities I have had to grow both personally and professionally. The support from you and the team has been invaluable, and I cherish the fond memories we've created, from [briefly mention a specific memorable moment or experience].

While I am excited about the new chapter ahead, I will always hold a special place in my heart for [Company's Name] and the wonderful colleagues I have had the privilege to work alongside.

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

Sincerely,

[Your Name]