

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 comes with a heavy heart, and it is not one that I take lightly.

I want to express my sincerest appreciation for the opportunities I have received during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I have learned so much that I will carry with me throughout my career.

It is with sadness that I leave a company and a team that I hold in such high regard. I will cherish the memories made and the friendships developed during my time here.

Please let me know how I can assist during this transition period. I hope to leave my responsibilities in good order for my successor.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

**Sincerely,**

[Your Name]