

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],

It is with a heavy heart that I submit my resignation from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision was not easy for me, as I have truly valued my time here and the relationships I have built.

Working at [Company's Name] has been a significant part of my life, and I am grateful for the opportunities for personal and professional growth. I will miss my colleagues and the supportive environment that has allowed me to thrive.

Thank you once again for everything. I hope to stay in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]