

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and came after careful consideration. I have truly enjoyed working at [Company Name] and am grateful for the opportunities for personal and professional development you have provided me during my time here.

I appreciate the support and guidance I have received from you and my colleagues. It has been a pleasure to be part of such a talented team, and I will always cherish the memories and experiences I gained during my time at [Company Name].

Please let me know how I can help during the transition. I hope to keep in touch, and I look forward to hearing about the future successes of [Company Name].

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]