

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 this letter to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. It is with heartfelt regret that I take this step, as my time at this company has been both valuable and meaningful.

Working with you and the team has been a wonderful experience, and I am grateful for the support, guidance, and opportunities I have received during my tenure. I have learned so much, and the memories and skills I've gained will always hold a special place in my heart.

I am committed to ensuring a smooth transition and am more than willing to assist with training my replacement or wrapping up my current projects. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]