

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 was not an easy one, as my time at [Company's Name] has been filled with invaluable experiences and cherished memories. I will always treasure the friendships I've formed, the challenges we've overcome together, and the invaluable lessons I have learned during my tenure.

From our team lunches to the countless brainstorming sessions, these moments have not only shaped my professional skills but have made this journey truly enjoyable. I appreciate all the support and encouragement from you and the entire team.

As I move on to the next chapter of my career, I will carry these fond memories with me. Please let me know how I can assist in making this transition as smooth as possible.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]