

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

It is with a heavy heart that I submit my resignation from [Your Position] at [Company Name], effective [Last Working Day].

As I reflect on my time here, I am filled with gratitude for the experiences and opportunities I've had. From [specific experience or project] to [another cherished experience], each moment has contributed to my personal and professional growth.

I sincerely appreciate the support and mentorship I have received from you and my colleagues. Working alongside such talented individuals has been a true privilege.

While I am excited about my new journey, I will deeply miss the camaraderie and daily interactions with the team.

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

Sincerely,

[Your Name]

[Your Contact Information]