

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

I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company's Name]. Working under your leadership has truly enriched my professional journey, and I appreciate the support and guidance you provided me throughout my tenure.

The experiences and skills I've gained here will remain invaluable to me, and I'm especially grateful for [mention any specific projects, experiences, or mentorship].

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]