

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].

It has been a wonderful experience working with you and the team. I am incredibly grateful for the opportunities for personal and professional growth that you have provided me during my time here.

I appreciate your guidance and support and will cherish the moments I spent working with such talented colleagues. I hope to stay in touch as I move forward in my career.

Thank you once again for everything.

Sincerely,

[Your Name]