

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been an incredible journey working at [Company's Name] over the past [duration of your tenure]. I am truly grateful for the opportunities I've had to grow professionally and personally, and I deeply appreciate the support from you and my colleagues.

Thank you once again for the guidance and encouragement. I hope to stay in touch, and I look forward to seeing the continued success of [Company's Name].

Sincerely,

[Your Name]