

Resignation Letter

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Manager's Name] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day].

During my [Number of Years] years with the company, I am proud to have achieved the following:

- Successfully led the [specific project or initiative], resulting in [specific outcome].
- Implemented [specific process or system], which improved [key performance indicator by X%].
- Developed and mentored a high-performing team, contributing to [specific team achievement].

It has been an incredible journey to work alongside such talented individuals, and I am grateful for the opportunities I have had at [Company Name]. I will take with me the valuable experiences and relationships I have built here.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities over the coming weeks.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]