

Letter of Resignation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 great privilege to work with such an outstanding team and to be part of an organization that values dedication and collaboration. I am incredibly grateful for the opportunities for personal and professional growth that I have received during my time here.

Thank you for your leadership and support throughout my journey at [Company's Name]. I have learned a lot and will carry these experiences with me into my future endeavors. I hope to keep in touch, and I wish the company continued success.

Sincerely,

[Your Name]