

# 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].

Working at [Company's Name] has been a remarkable experience that has contributed significantly to my professional growth. I am grateful for the opportunities provided to me, including [mention specific experiences, projects, or skills developed]. These experiences have not only enhanced my career but have also allowed me to work alongside a talented team.

I want to express my sincere appreciation for your guidance and support during my time here. I will cherish the relationships I've built and the lessons I've learned.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in a good state for my successor.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]