

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 of the letter].

I have greatly appreciated my time at [Company's Name] and the opportunities for both personal and professional growth. Working with such a dedicated team has been a truly rewarding experience.

Thank you for your support and understanding. I wish you and the team all the best in the future.

Sincerely,

[Your Name]