

# Farewell Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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]. This decision was not made lightly, and it comes after careful consideration of my career path and personal goals.

I want to express my heartfelt gratitude for the opportunities and support I have received during my time here. Working with such a talented team has greatly enriched my professional development, and I will always cherish the experiences we've shared.

As I move forward, I will carry the lessons I've learned at [Company's Name] with me. Thank you once again for your guidance and understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]