

Resignation Letter

[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, e.g., two weeks from today].

I want to express my heartfelt gratitude for the opportunities and support I have received during my time at [Company's Name]. The experiences I gained and the relationships I built here will always hold a special place in my heart.

Thank you once again for everything. I wish the company continued success and hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]