

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].

It has been a privilege to be a part of such a supportive team, and I am immensely grateful for the opportunities for personal and professional development that I have received during my time here. I appreciate everything I have learned and all the moments that we shared.

Thank you once again for your guidance and support. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]