

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 above].

I want to take this opportunity to express my sincere gratitude for the support and guidance I have received during my time here. The experiences and skills I have gained under your leadership have been invaluable to my career growth.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]