

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, typically two weeks from the date above].

I want to express my heartfelt gratitude for the opportunities I've had during my time here. Working alongside you and the team has greatly contributed to my professional growth and development. I appreciate the support and guidance you have provided.

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

Sincerely,

[Your Name]