

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company 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 at [Company Name]. The support and guidance from you and the team have been invaluable, and I am truly thankful for the experiences I've gained here.

I appreciate all the encouragement and leadership that have contributed to my professional growth. I will carry these lessons with me in my future endeavors.

Please let me know how I can help during the transition. I hope to stay in touch and wish the company continued success in the future.

Thank you once again for everything.

Sincerely,
[Your Name]