

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].

I want to express my heartfelt appreciation for the opportunities I've had during my time here. Working under your guidance has profoundly impacted my professional growth, and I am grateful for the support and encouragement provided by you and my colleagues.

While I am excited about my next steps, I would like to highlight a few areas that I believe could further enhance our team's effectiveness. Focusing on [mention specific areas for development, e.g., improving interdepartmental communication, advancing technology training, etc.] could yield significant benefits for the team moving forward.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]