

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 gratitude for the opportunities I've experienced during my time at the company. Working with such a talented team has allowed me to grow both personally and professionally.

As I transition to the next chapter of my career, I would like to provide some constructive feedback. I believe that enhancing communication within the team could foster even greater collaboration and innovation. Additionally, more regular feedback sessions might help employees align more closely with company goals.

Thank you once again for the support and guidance I've received. I look forward to staying in touch and hope the team continues to thrive.

Sincerely,

[Your Name]