

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Subject: Resignation Notice

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 would like to take this opportunity to express my gratitude for the experiences I have gained during my time here. The collaborative environment and supportive team members have significantly contributed to my personal and professional growth. I commend you for fostering an atmosphere that encourages creativity and teamwork.

However, I feel it is important to share some constructive feedback regarding [specific issue or challenge]. I believe that addressing this aspect could further enhance the working conditions for the team and improve overall productivity.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]