

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]. This decision was not easy and involved a lot of consideration, but I believe it is the right step for my career.

I genuinely appreciate the opportunities for professional development that you have provided during my time here. I have enjoyed working with a talented team and being a part of [specific project or experience].

As I transition from my role, I would like to offer some recommendations that I believe could help further the success of [Company's Name]:

- Encourage ongoing training programs to keep employees updated with industry trends.
- Foster cross-departmental collaboration to enhance innovation.
- Implement regular feedback sessions to support employee growth and morale.

Thank you once again for the support and guidance during my tenure at [Company's Name]. I hope to maintain our professional relationship moving forward.

Sincerely,

[Your Name]