

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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].

While this was not an easy decision, I believe it is the right step for my career. I have greatly appreciated the opportunities I've had during my time here, especially [mention specific experiences or skills gained].

As I transition out, I would like to provide some suggestions for improvement that I believe could enhance team efficiency:

- Consider regular team meetings to foster better communication.
- Implement a mentorship program for new hires to accelerate their onboarding process.
- Encourage open feedback sessions to identify areas for improvement.

Thank you for the guidance and support you have provided during my tenure. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]