

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company's Name]

Address: [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]. This decision was not easy and took a lot of consideration.

I want to take a moment to express my heartfelt gratitude for the opportunities I have been given during my time here. Working under your guidance has been an invaluable experience, and I have learned so much from my colleagues and projects. The positive environment and supportive team have made my time here truly enjoyable.

Reflecting on my journey at [Company's Name], I am proud of what we have achieved together. The skills and experiences I've gained will undoubtedly guide me as I take the next step in my career. I especially appreciated [mention any specific project or experience that was particularly meaningful].

I am committed to making this transition as smooth as possible. I will ensure that all my responsibilities are up to date and will assist in training my replacement if necessary.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]