

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. After fulfilling my obligations on [Project Name], I believe it is the right time for me to move on to new opportunities.

Thank you for the support and opportunities for professional and personal development that you have provided me during my time at [Company Name]. I am grateful for the chance to work with such a talented team and to contribute to [specific project or experience].

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]