

# Resignation Letter

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[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, typically two weeks from the date above].

Having successfully completed the [Project Name] project, I feel that it is the right time for me to pursue new opportunities and challenges. I am incredibly proud of what our team has achieved and the skills I have developed during my time here.

Thank you for the support and guidance during my tenure. I look forward to staying in touch and wish the team continued success in the future.

Sincerely,

[Your Name]