

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]. This decision comes after the successful completion of [Project Name/Description], which has been a highly rewarding experience.

I am grateful for the opportunities I've had at [Company's Name] and for the support provided by you and my colleagues throughout my tenure. I have learned and grown significantly, and I will carry these experiences into my future endeavors.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and projects. Please let me know how I can assist during this time.

Thank you once again for the support and guidance. I look forward to staying in touch.

Sincerely,

[Your Name]