

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. After a thoughtful assessment of my time at [Company Name], I have come to the decision to resign from my position, effective [Last Working Day, typically two weeks from the date above].

My experience here has been incredibly fulfilling, and I truly appreciate the opportunities for growth and the supportive environment that [Company Name] has provided. The positive feedback and encouragement during my work assessments have made my time here memorable and enriching.

Though I am excited about the new opportunities ahead, I will always cherish the experiences and friendships I've built at [Company Name]. I am grateful for the support you and the team have shown me.

I will do my utmost to ensure a smooth transition during my remaining time here and am happy to assist in training my replacement if needed.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]