

# 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 immediately. This was not an easy decision, but after careful consideration, I believe this is the best course of action.

I want to express my heartfelt gratitude for the opportunities I've had during my time here. Working with such a talented team has greatly contributed to my personal and professional growth.

Thank you once again for your support and understanding. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]