

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 am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my heartfelt appreciation for the support and opportunities I have received during my time at [Company Name]. Working here has been a significant part of my professional journey, and I am grateful for the experiences and skills I have gained.

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

Sincerely,
[Your Name]