

[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].

Making this decision was not easy, as my time at [Company's Name] has been immensely rewarding. I am truly grateful for the opportunity to work within such a positive and supportive company culture that fosters growth and collaboration. The values of teamwork and respect instilled in our everyday environment have greatly contributed to my professional development.

I have enjoyed working with you and the entire team, and I appreciate the mentorship and guidance I've received. I will always cherish the experiences and relationships I have built here.

Thank you once again for everything. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]