

[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].

During my time in this role, I have had the incredible opportunity to work with a talented team and contribute to projects that have significantly enhanced my professional growth. I am truly grateful for the support and mentorship provided, which has allowed me to develop my skills in [specific skills relevant to the job]. The collaborative atmosphere and innovative spirit within the company have made this experience enjoyable and fulfilling.

As I transition to the next chapter of my career, I will carry forward the valuable lessons and relationships I have built here. I look forward to staying in touch, and I hope to cross paths with you and the team in the future.

Thank you once again for the opportunity to be part of [Company's Name]. I wish the company continued success and growth.

Sincerely,

[Your Name]