

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]. This decision did not come easily, as my time here has been incredibly rewarding, both personally and professionally.

Reflecting on my tenure at [Company Name], I am grateful for the opportunities to grow and develop my skills. The support I have received from you and my colleagues has significantly contributed to my experience and professional journey. From collaborating on innovative projects to gaining insights from team dynamics, I have learned invaluable lessons that I will carry with me in my future endeavors.

Thank you for your guidance and mentorship. I deeply appreciate the trust you placed in me and the collaborative culture you fostered. I am proud to have been a part of [Company Name] and will always look back on this experience positively.

Wishing you and the entire team all the best for the future. I hope to stay in touch.

Sincerely,

[Your Name]