

# Resignation Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[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]. This decision was not easy, and it comes after careful consideration of my career path.

I want to take this opportunity to express my heartfelt gratitude for the mentorship and support you have provided me during my tenure at [Company's Name]. Your guidance has significantly contributed to my personal and professional growth, and I truly appreciate all the time and effort you dedicated to my development.

The experiences I've gained and the skills I've developed under your leadership have laid a strong foundation for my future endeavors. I will carry the valuable lessons learned here as I move forward in my career.

While I am excited about the new opportunities ahead, I will miss our conversations, the team, and the culture that you have cultivated. I hope to stay in touch, and I look forward to crossing paths again in the future.

Thank you once more for everything. I wish you and the entire team continued success.

Sincerely,  
[Your Name]