

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

During my time at [Company's Name], I have gained invaluable experiences, including [mention specific skills or experiences], which have greatly contributed to my professional growth. I am particularly grateful for [mention any specific projects or opportunities] that not only enhanced my skills but also allowed me to collaborate with a talented team.

Thank you for the support and guidance during my tenure here. I am looking forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]