

[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]

Subject: Resignation Letter

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 took a lot of consideration. The time I spent at [Company's Name] has been incredibly valuable. I have greatly appreciated the opportunities for skills enhancement and personal growth during my tenure. Working with a talented team has allowed me to develop skills in [specific skills or areas], which I will carry with me throughout my career.

Thank you once again for your support and guidance. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]