

Resignation Letter

[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 officially resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one and took a lot of consideration.

I am incredibly grateful for the opportunities I have had during my time at the company. The experience and knowledge I have gained here have been invaluable, and I truly appreciate the support and guidance from you and the entire team.

Working at [Company's Name] has allowed me to grow both personally and professionally. I have enjoyed collaborating with my colleagues and tackling various challenges together. I will cherish the camaraderie and friendships I've built here.

As I embark on this new chapter in my career, I hope to carry forward the skills and lessons I've learned at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]