

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

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 was not easy and required considerable thought.

I wanted to take a moment to express my heartfelt gratitude for the opportunities I have had during my time here. I am truly thankful for the support and guidance you have provided, which have greatly influenced my professional growth.

It has been a pleasure working with such a talented team, and I will cherish the memories and experiences I gained at [Company Name]. I hope to stay in touch and look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]