

Resignation Letter

Date: [Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

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 an easy one, and it comes after careful consideration of my career path and personal goals. I am truly grateful for the opportunities I have had at [Company's Name], which has significantly contributed to both my personal and professional growth.

I deeply appreciate your support and guidance throughout my time here. The collaborative atmosphere and the nurturing culture of the team have made my experience truly rewarding.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]