

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 formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my heartfelt gratitude for the incredible learning environment that you and the team have provided during my time here. The opportunities I have had to grow both personally and professionally are invaluable, and I truly appreciate the support and guidance I received.

Thank you once again for everything. I hope to stay in touch as I embark on this new chapter in my career.

Sincerely,

[Your Name]