

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not easy, as I have greatly enjoyed being part of such a talented team.

Reflecting on my time here, I feel immensely proud of what we have accomplished together. The successful launch of [Project Name], along with our innovative strategies in [Specific Area], showcased our collaborative spirit and dedication. These achievements truly highlight the strength of our teamwork and I will always treasure the joint efforts that led us to success.

I am grateful for the opportunities I have had to grow professionally and personally during my time at [Company's Name]. I look forward to staying in touch, and I hope to cross paths with you in the future.

Thank you once again for your support and guidance throughout my journey at [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]