

Resignation Letter

Date: [Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, as my time at [Company Name] has truly been transformative for my personal and professional growth.

Throughout my tenure, I have had the opportunity to work on various projects that have not only challenged me but have also allowed me to develop essential skills. The experience gained while working alongside such a talented team has been invaluable, and I am grateful for the support and guidance provided during my time here.

As I move forward to embrace new challenges, I will carry with me the lessons learned and the memories created while at [Company Name]. It has been a pleasure being part of this organization, and I look forward to staying in touch.

Thank you once again for the support and opportunities I have received during my time here.

Sincerely,

[Your Name]

[Your Position]