

Resignation Letter

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision comes after careful consideration of my career goals and aspirations.

During my time at [Company Name], I have had the opportunity to achieve several goals that I am proud of, including:

- Successfully led [Project Name], which resulted in [specific outcome].
- Improved [process/task] by [percentage], enhancing team productivity.
- Mentored [number] new team members, aiding in their professional development.

I am grateful for the support and guidance from you and the entire team during my tenure. I appreciate the opportunities I have had to grow professionally and contribute to the company.

My last working day will be [Last Working Day]. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]