

[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]

## **Subject: Resignation Letter**

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].

During my time at [Company's Name], I have gained invaluable skills and experiences that I will carry with me throughout my career. I have successfully developed my [specific skill] through [describe a relevant project or task]. Additionally, I have honed my abilities in [another skill], which has allowed me to contribute effectively to the team's success.

Furthermore, I have strengthened my [another skill] through various challenges and collaborative efforts within our department. These experiences have not only enriched my professional journey but have also fostered my personal growth.

I am truly grateful for the support and opportunities I have received during my tenure here. I appreciate the guidance from you and my colleagues, which has made a significant impact on my career development.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in all future endeavors.

Warm regards,

[Your Name]