

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not made lightly, and it comes after careful consideration of my career goals and personal aspirations.

As I reflect on my time at [Company Name], I feel an immense sense of pride regarding the professional achievements I have garnered during my tenure. I am grateful for the opportunity to contribute to [specific project or achievement], which helped to [describe outcome or impact]. Additionally, I have enjoyed collaborating with my team on [another project or initiative], which not only strengthened our work culture but also improved [specific result].

Working under your leadership has been incredibly rewarding. Your guidance has been instrumental in my professional growth, and I truly appreciate the support and encouragement you have provided throughout my career here.

While I am excited about the next chapter of my career, I will miss my colleagues and the collaborative environment we have fostered together. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]