

Resignation Letter

[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]

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 greatly appreciated the opportunities for career advancement that helped me grow both professionally and personally. My experiences in [specific projects or roles] have been invaluable, and I am grateful for the support and guidance provided by you and my colleagues.

This decision was not made lightly, as I have made lasting friendships and gained significant knowledge here. However, I am excited to pursue a new opportunity that aligns with my long-term career goals.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]