

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 date of letter].

It has been a privilege to be part of such an incredible team. I am proud of what we have achieved together, especially the sales successes that have positively impacted the company's growth. I am grateful for the opportunities I've had to develop my skills and contribute to our goals.

Thank you for your support and guidance during my time at [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]