

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. This decision was not made lightly, as I have thoroughly enjoyed my time here and have immensely valued the collaborative spirit of our team.

I want to express my heartfelt gratitude for the support, guidance, and opportunities for personal and professional growth that I have experienced during my tenure. Working alongside such talented individuals has been a privilege, and I will always cherish the memories of our joint efforts and successes.

As I move on to the next chapter of my career, I will carry forward the lessons of teamwork, respect, and collaboration that I have learned here. I am committed to ensuring a smooth transition and will gladly assist in training my replacement or wrapping up my ongoing projects.

Thank you once again for everything. I hope to stay in touch and wish continued success for you and the entire team.

Sincerely,

[Your Name]