

[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]. This decision was not easy and took a lot of consideration, but I believe it is the best step for my personal and professional growth.

I want to express my heartfelt appreciation for the support and guidance I have received during my time here. Working with such a dedicated and talented team has been a privilege, and I am truly thankful for the opportunity to contribute to [mention any specific project or experience].

Thank you once again for your mentorship and support. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]