

[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]

Subject: Resignation Letter

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].

I would like to express my sincere gratitude for the opportunities I have had during my time at the company. Working under your guidance has been an incredibly valuable experience, and I appreciate all the support and encouragement you have provided.

It has been a pleasure to work alongside such a talented team, and I will carry the lessons I've learned here into my future endeavors. I hope to maintain our professional relationships and wish [Company's Name] continued success.

Thank you once again for everything.

Sincerely,

[Your Name]