

# 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, typically two weeks from the date above]. This decision did not come easy, as I have thoroughly enjoyed my time with the team and have learned so much during my tenure here.

Reflecting on my journey, I am filled with fond memories of the projects we collaborated on and the camaraderie we shared. I am grateful for your guidance and support and will cherish the friendships that I have built along the way. Each experience has contributed to my personal and professional growth, and for that, I thank you wholeheartedly.

As I transition to the next chapter of my career, I hope to carry forward the lessons learned and the values instilled during my time at [Company's Name]. I wish the team continued success and hope to stay in touch in the future.

Thank you once again for everything. Please let me know how I can assist during the transition period.

Warmest regards,

[Your Name]