

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 comes after careful consideration and reflection on my career path.

During my time at [Company's Name], I have had the opportunity to work on numerous projects that have significantly shaped my professional journey. I have learned [briefly list 2-3 key lessons learned] which have equipped me with vital skills that I will carry forward in my career.

Moreover, the collaborative environment and support from my colleagues have greatly contributed to my personal growth. I truly value the friendships I've made and the experiences we've shared, particularly [mention any memorable project or teamwork experience].

As I move on to explore new opportunities, I want to express my deepest gratitude for the guidance and mentorship you provided during my tenure. It has been a privilege to be part of a team that values innovation and excellence.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time here to assist with the handover of my responsibilities.

Thank you once again for all the support. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]