

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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

As I transition to the next chapter of my career, I want to take a moment to express my deep gratitude for the amazing partnerships and collaborations I have experienced during my time here. Working alongside such talented individuals has enriched my professional journey and fostered invaluable connections.

Throughout my tenure, I have greatly appreciated the opportunity to contribute to our shared goals and the success of our projects. The support and camaraderie I found within the team have been a source of motivation and inspiration.

I look forward to staying in touch and hope our paths cross again in the future. Please let me know how I can assist during this transition period.

Thank you once again for everything.

Sincerely,

[Your Name]