

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

During my time at [Company Name], I have had the privilege of working on significant projects, including:

- **[Project Name 1]:** Successfully [describe outcome, e.g., "increased efficiency by X%"].
- **[Project Name 2]:** Led a team that [describe outcome, e.g., "resulted in a revenue increase of X%"].
- **[Project Name 3]:** Implemented [describe outcome, e.g., "a new system that improved customer satisfaction ratings by X"].

I am grateful for the opportunities I have had to contribute and grow professionally at [Company Name]. Thank you for your support and understanding. I wish the team continued success, and I look forward to staying in touch.

Sincerely,

[Your Name]