

Resignation Letter

[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]

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].

As I reflect on my time here, I am grateful for the opportunities I have had to develop my skills and gain expertise in [specific skills or areas of knowledge]. The experiences I have gained in [mention specific projects or responsibilities] have been invaluable and have greatly contributed to my professional growth.

I truly appreciate the support and guidance provided by my colleagues and management. It has been a privilege to work alongside such a talented team, and I will carry the lessons learned during my time at [Company's Name] into my future endeavors.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]