

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

During my time here, I have been honored to receive several awards and recognitions, which I believe highlight my contributions to the team:

- [Award 1, Year]
- [Award 2, Year]
- [Award 3, Year]

I am truly grateful for the opportunities I have had to grow and learn, and I appreciate the support and encouragement from the entire team.

Thank you for everything.

Sincerely,

[Your Name]