

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 with a heavy heart, as I have enjoyed my time here and have greatly valued the experiences I've gained.

Wishing you and the team continued success.

Sincerely,

[Your Name]