

Formal 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, typically two weeks from date above]. This decision was not easy, but after careful consideration, I have decided to pursue a new opportunity.

I want to take a moment to express my heartfelt gratitude for the positive workplace culture at [Company's Name]. The support and encouragement I received from you and my colleagues have made my time here truly enjoyable. I have grown both personally and professionally, and I will carry the valuable lessons I've learned with me into my future endeavors.

Thank you once again for the opportunities and experiences I have had while being part of this amazing team. I look forward to staying in touch and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]