

# Notice of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. This decision was not made lightly, as my time here has been incredibly rewarding and fulfilling.

I want to express my heartfelt appreciation for the values that [Company Name] embodies-- integrity, teamwork, and innovation. These principles resonate deeply with me, and I am grateful for the opportunity to contribute to a company that prioritizes such important ideals. The culture here has fostered both my personal and professional growth, and for that, I will always cherish my experiences.

While I am excited about the next chapter in my career, I will miss the supportive team and inspiring leadership at [Company Name]. I wish the company continued success and hope to keep in touch.

Thank you once again for everything.

Sincerely,

[Your Name]