

# 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].

I want to express my heartfelt gratitude for the unwavering support and encouragement I have received from my team during my time here. Working alongside such talented individuals has not only enhanced my professional skills but also made my time here enjoyable and fulfilling.

Thank you for the opportunities for personal and professional development that you have provided me. I am truly grateful for the chance to be a part of such an amazing team.

Wishing [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]