

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 the date above]. This decision was not easy to make, as I have genuinely enjoyed my time here and have grown both personally and professionally.

Reflecting on my time at [Company's Name], I am filled with fond memories of the supportive and collaborative culture we have. From team-building activities to brainstorming sessions filled with laughter and creativity, the environment fostered a sense of belonging and motivation that I will dearly miss. I am incredibly grateful for the friendships I've built and the guidance I've received from you and my colleagues.

I want to express my heartfelt thanks for the opportunities I've had while working here. I look forward to carrying the lessons I've learned and the values upheld by [Company's Name] into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to pass on my responsibilities and assist in the onboarding of my replacement in the coming weeks.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]