

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].

As I take this step, I want to express my heartfelt gratitude for the exceptional leadership and support I have received during my time here. The positive culture you have fostered within the team has not only made this an enjoyable workplace but has also encouraged my personal and professional growth.

I will always cherish the experiences I've had and the relationships I've built at [Company's Name]. Thank you once again for everything. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]