

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].

I want to express my heartfelt gratitude for the mentorship and guidance you have provided during my time at the company. Your support has been invaluable in my professional growth, and I truly appreciate all the opportunities I have been given.

Thank you once again for everything. I hope to keep in touch and wish you and the team continued success in the future.

Sincerely,

[Your Name]