

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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].

I want to express my deepest gratitude to you and the entire team for the support and encouragement I've received during my time at [Company Name]. Working alongside such talented individuals has been a truly rewarding experience, and I am incredibly thankful for the friendships and valuable lessons I have gained.

My decision to leave was not easy, but I have decided to pursue a new opportunity that will help me grow further in my career. I will ensure a smooth transition and will do everything I can to wrap up my duties before my departure.

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

Sincerely,

[Your Name]