

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 and took a lot of careful consideration.

I want to express my heartfelt gratitude for your exceptional leadership and the inspiration you have provided during my time here. Your guidance has had a significant impact on my professional growth, and I am truly thankful for the opportunities I've had to learn from you.

Your vision and support have fueled my passion for my work and encouraged me to strive for excellence each day. I will carry the valuable lessons I've learned under your leadership into my future endeavors.

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

Sincerely,

[Your Name]