

[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].

Reflecting on my time at [Company's Name], I am truly grateful for the opportunities I have had to work on meaningful projects, such as [Project Name 1] and [Project Name 2]. These experiences have not only enhanced my skills but have also allowed me to contribute to the team in ways I will always cherish.

I appreciate the guidance and support I have received from you and my colleagues. I hope to maintain the relationships I've built here as I move on to the next chapter in my career.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]