

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

As I move on to the next chapter of my career, I want to take a moment to express my heartfelt gratitude to you and my colleagues. Working at [Company Name] has provided me with numerous memorable moments that I will cherish forever. I am grateful for the support, camaraderie, and laughter we shared during my time here.

The incredible teamwork and friendship I experienced have made a lasting impact on my professional journey. I will always reflect fondly on our accomplishments and the challenges we overcame together.

Thank you once again for everything. I look forward to staying in touch and wish everyone at [Company Name] continued success.

Sincerely,

[Your Name]