

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

During my time here, I have had the pleasure of collaborating with a remarkable team. The experiences we shared, particularly during projects such as [specific project or team effort], have not only allowed me to grow professionally but have also created lasting friendships and valuable connections.

I am truly grateful for the opportunities to contribute to [Company Name] and learn from each of you. I will always cherish our joint successes and the supportive environment we cultivated together.

Thank you for the guidance and encouragement during my tenure. I wish the team and the company continued success in the future.

Sincerely,

[Your Name]