

# Resignation Letter

[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]. This decision has not come easily, as I have greatly appreciated the opportunity to work alongside an exceptional team and to contribute to our collaborative achievements.

During my time here, I have been proud to be part of projects such as [specific project or achievement], which showcased the strength of our teamwork and dedication. I will always cherish the relationships built and the goals we successfully reached together.

Thank you for your understanding and support throughout my journey at [Company's Name]. I wish the team continued success and look forward to staying in touch.

Sincerely,

[Your Name]