

[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].

I would like to take this opportunity to express my sincere gratitude for the invaluable mentorship and training experiences I have received during my time here. Your guidance and support have significantly contributed to my professional growth, and I am truly appreciative of the opportunities I have had to learn and develop my skills.

Working alongside such a talented team has been a privilege, and I will always cherish the memories and lessons learned along the way. I hope to carry the knowledge and experience gained into my future endeavors.

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

Sincerely,

[Your Name]