

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

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]. This decision was not made lightly, as my time at [Company's Name] has been invaluable in shaping my skills and professional growth.

During my tenure, I have had the opportunity to acquire essential skills in [mention specific skills or areas, e.g., project management, teamwork, communication], which I will carry forward throughout my career. The supportive environment and the encouragement from our team greatly contributed to my personal development and confidence in my abilities.

I am truly grateful for the mentorship and experiences I've gained in this role, and I look forward to applying these skills in my future endeavors. I hope to stay in touch, and wish [Company's Name] continued success.

Thank you once again for the opportunities and support.

Sincerely,

[Your Name]