

[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].

During my time at [Company's Name], I have had the privilege of working on several impactful projects that have significantly contributed to my professional growth. For instance, leading the [Project Name] taught me valuable leadership skills and enhanced my ability to manage cross-functional teams effectively. Additionally, my involvement in [Another Project Name] allowed me to sharpen my analytical skills and deepen my understanding of [specific area].

I am truly grateful for the opportunities I have had to collaborate with such talented individuals and contribute to the success of our team. I will always cherish the experiences and the skills I gained over the course of my tenure.

Thank you for your support and guidance during my time here. I am looking forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]