

Resignation Letter

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]

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].

Throughout my time at the company, I have greatly valued the opportunities for professional growth and the knowledge I have gained. The skills I have developed during my tenure here have been invaluable, and I am eager to apply these newfound abilities in my future endeavors.

As I transition to the next chapter of my career, I will carry the lessons learned and the experiences shared with the team, which I believe will serve me well in all my future endeavors.

Thank you for the support and guidance you have provided during my time at [Company's Name]. I appreciate the chance to work with such a talented group of individuals.

I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]