

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 lightly, as I have greatly enjoyed my time working here and value the experiences I have gained.

During my tenure, I have had the opportunity to develop new competencies that have significantly contributed to my professional growth. The support and guidance I received from you and my colleagues played a pivotal role in enhancing my skills, particularly in [specific skills or competencies]. I am grateful for the numerous opportunities to challenge myself and learn.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement to maintain the continuity of work. I look forward to staying in touch, and I hope to cross paths in the future.

Thank you once again for everything. I truly appreciate the time I spent working at [Company's Name].

Sincerely,

[Your Name]