

[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]

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].

I want to express my heartfelt gratitude for the career development opportunities offered during my tenure here. The support and mentorship I received have been invaluable in shaping my professional growth, and I truly appreciate all the experiences I've gained.

Working with such a talented team has been a remarkable journey, and I will always cherish the time spent here. I am excited about the next chapter in my career, but I will carry the lessons learned at [Company's Name] with me.

Thank you once again for everything. I hope to keep in touch and wish the team continued success in the future.

Sincerely,

[Your Name]