

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, e.g., two weeks from today].

I want to express my deepest gratitude for the incredible support and mentorship you have provided during my time here. Your guidance has played an invaluable role in my personal and professional development, and I truly appreciate every opportunity I have had to learn from you.

Thank you once again for everything. I hope to stay in touch, and I wish you and the team continued success in all future endeavors.

Sincerely,

Your Name