

# 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'm 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 your guidance and support throughout my time here, especially during challenging projects. Your mentorship has been invaluable and has contributed significantly to my personal and professional growth. I have learned so much under your leadership.

It has been a pleasure working with you and the team. I sincerely appreciate all the opportunities I have been given and hope to stay in touch as I move forward in my career.

Thank you once again for everything.

Warmest regards,

[Your Name]