

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 hope this message finds you well. It is with a mix of emotions that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day, e.g., two weeks from today].

Reflecting on my journey here, I am filled with gratitude for the opportunities I have had to grow, learn, and contribute. The memories of working alongside such talented individuals have profoundly shaped my professional path. I will always cherish the collaborative spirit and the support I received from the team.

As I embark on this new chapter in my career, I am excited about the possibilities that lie ahead. The decision to leave was not made lightly, but I believe it is a necessary step toward pursuing new challenges and personal growth.

I ensure that my transition is as smooth as possible and am committed to handing off my responsibilities in the coming weeks. Please let me know how I can assist during this period.

Thank you once again for the wonderful experiences and guidance throughout my time at [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]