

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, typically two weeks from the date above].

It has been a privilege to work at [Company's Name] and to contribute to the team's success over the years. I want to take this opportunity to acknowledge the significant contributions of my colleagues and the support I have received from you. Together, we have accomplished [mention any specific projects or achievements], which have greatly enriched my professional journey.

I am truly grateful for the opportunities I've had to grow and learn in this role. I will cherish the relationships I've built and the experiences I've gained during my time here.

Thank you once again for your understanding and support. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]