

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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].

As I prepare to move on to the next chapter of my career, I want to take a moment to express my gratitude for the incredible teamwork and successes we have shared. Working alongside such talented individuals has not only been a privilege but also a significant part of my professional development.

Together, we achieved remarkable milestones, and I am proud to have contributed to our team's accomplishments. The collaborative spirit and camaraderie within our team made every challenge manageable and every success sweeter.

I will always cherish the memories created and the lessons learned during my time here. I hope to stay in touch and continue to celebrate our achievements from afar.

Thank you once again for everything. I wish the team continued success in the future.

Sincerely,

[Your Name]