

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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after a thorough reflection on my career journey and aspirations.

As I take this step forward, I want to take a moment to celebrate the milestones achieved during my time here. From [mention a specific project or achievement], to [mention another milestone or role], I have grown both personally and professionally. I am immensely grateful for the opportunities to work alongside such talented individuals and to contribute to our team's success.

Thank you for your support and guidance throughout my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,

[Your Name]