

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 rewarding journey, and I sincerely appreciate the opportunities for professional growth and development during my time here.

Throughout my tenure, I have greatly valued the chance to enhance my skills in [specific skills or areas], which will undoubtedly benefit me in my future endeavors. The support from you and the team has fostered an environment conducive to learning, and I am grateful for the experiences that have contributed to my career advancement.

I am committed to ensuring a smooth transition and will do everything possible to help during my remaining time at the company. Thank you once again for your support and understanding.

Wishing [Company's Name] continued success.

Warm regards,

[Your Name]