

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].

During my time at [Company's Name], I have had the opportunity to work on several rewarding projects, such as:

- Successfully leading the [project name] which improved [specific outcome or KPI].
- Implementing [specific system or process], resulting in [positive result].
- Contributing to the [team or department name] that achieved [specific achievement].

These accomplishments have enhanced my skills and contributed to my growth as a professional, for which I am truly grateful.

I want to express my sincere gratitude for the support and opportunities I have received during my tenure at [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Thank you once again.

Sincerely,

[Your Name]