

Resignation Letter

Date: [Your 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]. It has been a difficult decision, as I have truly enjoyed working here and appreciate the invaluable mentorship I have received during my time.

I am especially grateful for your guidance and support, which have significantly influenced my professional growth. The knowledge and skills I have gained under your mentorship will remain with me throughout my career.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]