

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

As I reflect on my time at [Company Name], I am proud of the key projects that I had the opportunity to contribute to, including:

- [Project Name 1]: [Brief Description]
- [Project Name 2]: [Brief Description]
- [Project Name 3]: [Brief Description]

These experiences have been instrumental in my professional growth, and I genuinely appreciate the support and collaboration of our team.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I wish the company and my colleagues continued success in the future.

Sincerely,

[Your Name]