

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]. This decision was not made lightly, as my time with the company has been a significant chapter in my professional growth.

Throughout my tenure, I have had the privilege of learning from exceptional colleagues and overcoming challenges that have substantially enhanced my skills. I am grateful for the opportunities you have provided me which have not only shaped my career but also fostered my personal development.

As I move on to pursue new opportunities, I carry with me the invaluable experiences and knowledge gained at [Company's Name]. I am proud of the work we accomplished together and will cherish the memories of my time here.

Please let me know how I can assist during the transition period. I hope to keep in touch and wish [Company's Name] continued success.

Thank you once again for everything.

Sincerely,

[Your Name]