

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, typically two weeks from the date above].

It has been a difficult decision to make, as I truly value the relationships I have built during my time here. I am grateful for the opportunities for personal and professional development that you and the team have provided me.

I appreciate the support, guidance, and camaraderie I have experienced while working alongside such a talented group of individuals. I will always cherish my time at [Company's Name] and the many memories I've created.

Please let me know how I can assist during the transition period. I hope to maintain our relationships moving forward, and I look forward to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Name]