

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and took a lot of consideration.

I want to express my gratitude for the opportunities for personal and professional development that you and the company have provided me during my tenure. I have genuinely enjoyed working here and appreciate the support I've received from my colleagues.

While I am moving on to the next chapter in my career, I would welcome the opportunity to discuss possibilities for future collaborations or any way I might assist during the transition period. Please feel free to reach out to me at my personal email or phone number.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]