

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 of the letter]. It was a difficult decision to make, as I have greatly enjoyed my time at the company and appreciate the support and guidance you have provided.

As I move on to pursue new opportunities, I want to express my hope that we can stay in touch. I have valued the relationships I built here, and I would love to keep the door open for future collaboration or simply to share updates in our careers.

Thank you once again for everything. I look forward to staying connected.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]