

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],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not easy, and it comes after careful consideration of my career and personal goals.

I want to express my gratitude for the opportunities I have had during my time here. I have greatly enjoyed working with the team, and I have learned so much that I will carry with me in my future endeavors.

I hope to maintain a positive relationship moving forward. Please feel free to reach out to me at [Your Email Address] or [Your Phone Number]. I would be happy to stay in touch and support you and the team in any way I can.

Thank you once again for everything. I wish [Company's Name] all the best in the future.

Sincerely,

[Your Name]