

# 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 announce my resignation from [Company's Name], effective [Last Working Day]. As I reflect on my time here, I am filled with gratitude for the collective achievements we have accomplished together.

During my tenure, I have had the privilege of working alongside a talented team that has continuously strived for excellence. Our successful projects, such as [specific project or achievement], not only reflect our hard work but also our commitment to innovation and teamwork. I will always cherish the moments we've shared and the milestones we've reached.

As I embark on the next chapter of my career, I am optimistic about taking the lessons learned here into future endeavors. I look forward to pursuing new challenges, and I hope to carry the spirit of collaboration and creativity that [Company's Name] embodies.

I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities and assist in handing off my duties before my departure.

Thank you once again for the opportunity to be part of such a remarkable team. I wish [Company's Name] continued success in the future, and I hope to keep in touch.

Sincerely,

[Your Name]