

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision did not come lightly, as I have truly valued my time here.

I want to express my sincere gratitude for the opportunities I have had to grow both professionally and personally during my tenure. The experiences I have shared with the team have not only aligned with my career goals but have also enriched my life in countless ways.

Thank you for your support and guidance throughout my time at [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]