

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]. This decision has not come lightly, as I have deeply valued the opportunity to be a part of such a positive and inspiring organizational culture.

During my time here, I have grown not only as a professional but also as an individual, thanks to the supportive environment fostered by the team. I appreciate the emphasis on collaboration, innovation, and respect that permeates throughout the company, and I will carry these values with me into my future endeavors.

Thank you for the guidance and opportunities provided to me. I hope to stay in touch and look forward to hearing about [Company's Name]'s continued success.

Sincerely,

[Your Name]